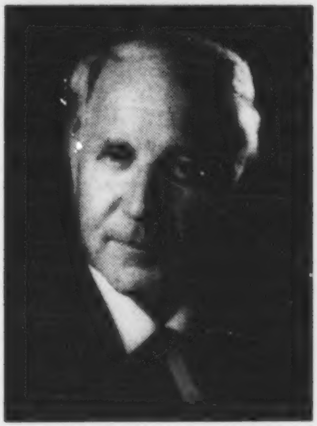
A Guide to the Nova Scotia Government

Nova Scotia
Information Service

91-01177/

A Message From the Premier



This guide has been prepared to assist Nova Scotians with basic knowledge about the programs and services offered by the Government of Nova Scotia.
It highlights the role and function of government departments and agencies.
Hopefully, it will help you better understand the operations of the provincial government.

Contents

Advanced Education and Job Training, Department of 1
- *The Nova Scotia Community College* *2*
- *Literacy Nova Scotia Advisory Board* *8*
- *Nova Scotia Council on Higher Education* *9*
- *Student Aid* *9*

Agriculture and Marketing, Department of 10
- *Nova Scotia Agricultural College* *15*
- *Natural Products Marketing Council* *15*
- *Nova Scotia Farm Loan Board* *16*
- *Nova Scotia Dairy Commission* *16*
- *Nova Scotia Crop and Livestock Insurance Commission* *17*

Attorney General, Department of 18
- *The Office of Public Trustee* *20*
- *Registry of Joint Stock Companies* *20*
- *Securities Commission* *20*
- *Expropriations Compensation Board* *21*
- *Criminal Injuries Compensation Board* *21*
- *Nova Scotia Horse Racing Commission* *21*
- *Public Utilities Board* *22*

Auditor General, Office of 25

Cabinet Secretariat 26

Chief Electoral Office 27

Civil Service Commission 28

Clean Nova Scotia Foundation 30

Community Services, Department of 31
- *Senior Citizens' Commission* *43*

Consumer Affairs, Department of 44

Council of Maritime Premiers..48
Maritime Municipal Training and Development Board..........................*49*
Maritime Provinces Higher Education Commission..............................*49*
Maritime Provinces Education Foundation..*50*

Education, Department of..51
Nova Scotia Teachers College..*52*
Teachers' Pension Commission...*55*
Advisory Committee on the Education Incentive Program for Black Students..*56*
Board of Governors of the Nova Scotia Museum..................................*56*
Sherbrooke Restoration Commission...*56*
Advisory Committee on the Protection of Special Places.........................*56*
Provincial Library Council..*57*

Emergency Measures Organization...58

Environment, Department of..60
Nova Scotia Environmental Control Council.......................................*63*
Well Drilling Advisory Board..*63*

Finance, Department of...65
Provincial Tax Commission...*65*

Fisheries, Department of..67
Fisheries Loan Board...*70*

Government Employees Union, Nova Scotia..................................71

Government Purchasing Agency, Nova Scotia................................72

Government Services, Department of...73

Health and Fitness, Department of..75
Health Services Insurance Commission...*78*
Medical Services Insurance..*79*
Nova Scotia Commission on Drug Dependency...................................*79*
Nova Scotia Advisory Commission on AIDS...*80*

Housing, Department of..81

Human Rights Commission..86

Industry, Trade and Technology, Department of 88
  Council of Applied Science and Technology *91*
  Trade Development Authority *91*
  Business Capital Corporation *91*
  Voluntary Planning Board *92*

Information Service, Nova Scotia 93

Labour, Department of 95
  Labour Relations Board *97*
  Office of the Fire Marshal *98*
  Workers Compensation Board *98*
  Workers Compensation Appeal Board *99*
  Minimum Wage Board *100*
  Pay Equity Commission *100*

Lands and Forests, Department of 101
  Primary Forest Products Marketing Board *103*
  Forest Enhancement Commission *103*
  Forestry Advisory Council *104*
  Wildlife Advisory Commission *104*

Liquor Commission 109

Liquor License Board 110

Lottery Commission, Nova Scotia 111

Management Board 113

Mines and Energy, Department of 115

Municipal Affairs, Department of 118
  Nova Scotia Municipal Finance Corporation *125*
  Nova Scotia Municipal Board *125*
  Peggy's Cove Commission *126*
  Louisbourg District Planning and Development Commission *126*
  Metropolitan Authority *126*
  Metropolitan Area Planning Commission *127*

Novaco Limited 128

Nova Scotia Power Corporation 129

Nova Scotia Resources Limited 131

Ombudsman 132

Protocol Office 133

Province House Credit Union 134

Public Archives of Nova Scotia 135

Rehabilitation Centre, Nova Scotia 136

Research Foundation Corporation, Nova Scotia 137

Royal Gazette 139

Schooner Bluenose Foundation 140

Senior Citizens' Secretariat 141

Small Business Development, Department of 142
  Small Business Development Corporation *148*
  Venture Capital Corporation *148*

Solicitor General, Department of 149
  Nova Scotia Police Commission *150*
  Police Review Board *151*
  Provincial Firearms Office *152*
  Registry of Regulations *152*

Sport and Recreation Commission 155
  Nova Scotia Boxing Authority *158*

Status of Women, Advisory Council on 159

Sydney Steel Corporation 160

Tidal Power Corporation 161

Tourism and Culture, Department of 162

Trade Centre Limited 169

Transportation and Communications, Department of 170
    Registry of Motor Vehicles *174*

Waterfront Development Corporation Limited 177

Women's Directorate 178

Advanced Education & Job Training

Founders Square
1701 Hollis Street
P.O. Box 2086, Station M
Halifax, N.S.
B3J 3B7

Telephone: 424-4166 or 424-4431
Fax: 424-0511

The Department of Advanced Education and Job Training is responsible for all vocational and technical training and labour market programs in the province. It is also responsible for the province's role in operating and capital financial assistance to universities, financial assistance programs for post-secondary students and organizing and implementing the Nova Scotia Community College system. The department seeks to provide Nova Scotians with appropriate opportunities to acquire the education, training and skills necessary to fulfil their career aspirations and meet the requirements of the labour market. Skills training is provided by a community college system of 16 campuses located throughout the province. The department also licenses and regulates privately operated trades schools and home study courses.

The following is an overview of the major divisions in the department.

Finance and Administration

424-5282

This division manages department finances; develops and maintains the budget, financial reports and general administration of personnel administration; and maintains an integrated personnel and payroll system.

Program Administration

424-4060

The Program Administration Division directs, coordinates and delivers vocational and technical education and training programs, including rehabilitation training, for Nova Scotians. It also administers the Nova Scotia Community College system, consisting of 16 campuses across the province.

The regional offices for this division are:

Metro	424-5960
Cape Breton	563-3585
Northern	893-7208
Valley/South Shore	543-8261

The Nova Scotia Community College

The focus of the Nova Scotia Community College is lifelong learning. It offers a wide range of vocational education and training programs to enable Nova Scotians to acquire, upgrade and update the skills they need to fulfil their career aspirations.

Metro Region:

Adult Vocational
Training Campus
10 Acadia Street
Dartmouth, N.S.
B2Y 4H2
424-8640

I.W. Akerley Campus
21 Woodlawn Road
Dartmouth, N.S.
B3W 2R7
434-2020

Halifax Campus
1825 Bell Road
Halifax, N.S.
B3H 2Z4
424-7999

Institute of Technology
Campus
5685 Leeds Street
Halifax, N.S.
B3J 3C4
424-4533

Cape Breton Region:

Strait Campus
P.O. Box 2000
Port Hawkesbury, N.S.
BOE 2VO
625-2200

Nautical Institute Campus
P.O. Box 1225
Port Hawkesbury, N.S.
BOE 2VO
625-2380

Adult Vocational
Training Campus
P.O. Box 1042
Sydney, N.S.
B1P 6J7
563-2450

Sydney Campus
365 Prince Street
Sydney, N.S.
B1P 5L2
563-2088

Northern Region:

Cumberland Campus
P.O. Box 550
Springhill, N.S.
BOM 1XO
597-3737

Hants Campus
P.O. Box 2079
Windsor, N.S.
BON 2TO
798-8349

Pictou Campus
P.O. Box 820
Stellarton, N.S.
BOK 1SO
752-2002

Valley/South Shore Region:

Annapolis Campus
P.O. Box 940
Middleton, N.S.
BOP 1SO
825-3491

Burridge Campus
372 Pleasant Street
Yarmouth, N.S.
B5A 2L2
742-3501

College of Geographic
Sciences
P.O. Box 10
Lawrencetown, N.S.
BOS 1MO

Lunenburg Campus
P.O. Box 1450
Bridgewater, N.S.
B4V 1V8
543-4608

Shelburne Campus
P.O. Box 760
Shelburne, N.S.
BOT 1WO
875-3091

Program Support
424-4055

Program Support is a service group that provides assistance to all institutional programs and courses. It supports program operations by coordinating staff development, vocational and technical teacher/instructor training and special projects. It also analyses occupations for training content requirements, coordinates provincial program advisory committees, designs new institutional training programs and manages pilot institutional training programs. It also designs training materials for use in the operation of flexible training systems as well as for custom training programs for specific industries and employers and other government departments.

Rehabilitation Training
Adult Vocational Training Campus, Cape Breton Region
P.O. Box I042
Sydney, N.S.
BIP 6J7
563-2450

Rehabilitation Training assists disabled persons become self-supporting by arranging rehabilitation training through on-the-job training and enrolment in provincially or privately operated schools and/or universities.

Planning and Evaluation

424-5631

The Planning and Evaluation Division provides labour market analysis and program evaluation to support the planning and implementation of human resource policies and programs in

Nova Scotia, including training, employment development and career counselling.

The division also coordinates federal/provincial and provincial/territorial relations on labour market matters and negotiates federal/provincial agreements (i.e. training agreements). As well, the division provides library services to the department.

Industrial Training Services

424-8903

This division manages and directs the operation of apprenticeship training programs under the Apprenticeship and Trades Qualifications Act. It sets, maintains and verifies trades standards and determines future training needs in cooperation with federal and provincial authorities and industry. It manages and directs the Nova Scotia Training and Employment Program (NSTEP) and provides curriculum development and monitoring for on-the-job training programs funded by the federal government. The division also negotiates and administers an annual training plan with the federal Department of Employment and Immigration and administers the Trade Schools Regulation Act.

Apprenticeship Section

424-5180, 424-5177, 424-5184

This section administers the provincial apprenticeship program, working with employers and apprentices to ensure the success of this on-the-job training program. It also certifies journeymen in the trades designated under the act.

The section also prepares and revises trades examinations and supervises examinations in institutions where apprentices receive school training.

In addition to its Halifax office, the section has two regional offices:

Provincial Building
360 Prince Street
Sydney, N.S.
B1P 5L1
563-2149

Bridgeview Square
115 MacLean Street
New Glasgow, N.S.
B2H 4M5
752-4210

Career Services

424-7573
Career Services provides a comprehensive career counselling service for Nova Scotians. The office provides individual and group career counselling programs aimed at assisting unemployed youth, women re-entering the labour market, mid-career changes, workers affected by technological change and individuals who are considering education or training opportunities. The office also develops new initiatives leading to productive employment opportunities for youth; liaises with the private sector to encourage the establishment of Industry-Education Councils; and provides career resource information and professional development opportunities for community college student services staff and other career counsellors.

The office also delivers career counselling and career planning services to youth, both in school and out, develops new initiatives leading to productive employment opportunities, liaises with the private sector and supplies professional development and career information to counsellors and agencies serving youth.

Individual Career Counselling

Four field offices provide individual career counselling services. Topics include: career planning, career decision-making, job search, education/training, resume writing, job futures, etc.

542 Prince Street
Truro, N.S.
B2N 1G0
893-7209

66 Pleasant Street
Bridgewater, N.S.
B4V 1N1
543-1974

5th Floor
1701 Hollis Street
Halifax, N.S.
B3J 3B7
424-5164

N.S. Nautical Institute
P.O. Box 1225
Port Hawkesbury, N.S.
BOE 2VO
625-2380

Vocational Assessment Centre

The department operates two Vocational Assessment centres. These provide comprehensive vocational evaluations to clients to assist them in developing realistic and appropriate client plans. Using assessment tools such as interest inventories, aptitude tests, work values inventories and work samples, the Vocational Assessment centres measure individual skills, aptitudes and interests against labour force requirements.

The centres are located at the Institute of Technology Campus in Halifax, 424-6296 and the Nautical Institute Campus in Port Hawkesbury, 625-3761.

Career Resource Centres

A Career Resource Centre in head office contains a comprehensive collection of print and audio-visual materials on career planning, job search, occupations, education and labour market information. Materials are available on loan to school guidance professionals and human resources personnel. Smaller versions of the resource centres are located in the field offices and the Vocational Assessment centres.

Services to Early School Leavers

In addition to project NOVA, special emphasis has been placed on reaching young people shortly after they have left school. Through an agreement with the district school boards and the Department of Education, Career Services regularly receives lists of recent early school leavers and contacts these young people through a letter from the local career counsellor containing a school leaver survival kit entitled GO FOR IT.

Nova Scotia Career Action Program (NSCAP)

The Career Services Office has developed a five-day program intended to orient unemployed university graduates to the Nova Scotia labour market, guide them in a process of self-assessment and job identification, train them in job search techniques and help them to develop a realistic employment action plan.

Mid-Career Moves

The Career Services Office delivers an eight-session program designed to assist individuals who are dissatisfied with their current occupation and wish to make a career change. The program focuses on increasing an individual's awareness of his/her interests and skills, networking and self-presentation.

Project NOVA

This eight-week program for early school leavers provides them with life skills and career planning information in combination with work experience. Participants are provided with a transportation allowance.

Literacy Nova Scotia Advisory Board

434-6223, 424-7287
The board was established to advise the minister on ways to assist Nova Scotians to acquire the necessary reading, writing and numeracy skills required to take advantage of further educational opportunities. LNS is composed of representatives of provincial groups working in literacy.

Literacy Services

A provincial literacy office provides institutional programs through the community college system. The office also facilitates the development and/or delivery of literacy programs in communities around the province.

Pals/Pathfinder Project

The Literacy Division also operates a basic education and upgrading computer lab at the Halifax Campus. This project uses the Principles of Alphabet Learning System (PALS) and the Pathfinder Learner Management Program to assist individuals on a continuous intake basis in meeting their basic and intermediate upgrading needs.

Nova Scotia Council on Higher Education

Founders Square
1701 Hollis Street
P.O. Box 2086, Station M
Halifax, N.S.
B3J 3B7
424-6992

The council advises the minister of Advanced Education and Job Training on all matters related to Nova Scotia universities and their relationship to government, society and the Maritime Provinces Higher Education Commission. The council also identifies ways to ensure high quality university programs are available to prepare Nova Scotians for the future; public resources are effectively coordinated; university programs are reasonably available to all who qualify; and generally, that universities and the people of Nova Scotia benefit fully from university programs, services and research. Council members represent Nova Scotia on the Maritime Provinces Higher Education Commission, ensuring the highest degree of coordination between the two bodies.

Financial Assistance for Students (Student Aid)

424-8420

This office administers the N.S. Bursary Program and, on behalf of the Government of Canada, the Canada Student Loan Program. These programs provide financial assistance through provincial bursaries and federally guaranteed loans to eligible post-secondary students so qualified students can achieve their potential.

Agriculture and Marketing

1800 Argyle Street
5th Floor, World Trade and Convention Centre,
P.O. Box 190,
Halifax, N.S.
B3J 2M4

Telephone: 424-6734
Fax: 424-3948

The Department of Agriculture and Marketing does not concern itself solely with professional farmers. Urban dwellers as well can contact the department for advice on plant production, soil analysis, lawn management and disease insect and weed control.

The department consists of five branches, plus the Nova Scotia Agricultural College, which provide services to the general public. The Natural Products Marketing Council, the Nova Scotia Farm Loan Board, the Nova Scotia Dairy Commission, the Nova Scotia Crop and Livestock Insurance Commission and Provincial Grain Commission operate under legislation administered by the department. The Halifax office deals with department administration, staffing and policy. Technical expertise is provided from offices located in the agricultural regions of the province including production advisory services, soil surveys, land use planning, disease insect and weed control. They also provide a chemical laboratory service on soil and water analysis.

The department is actively engaged in marketing, including product promotion, marketing information and marketing boards. As well, it actively supports women's institutes and trains young people through 4-H programs.

Extension Services Branch

P.O. Box 550
Truro, N.S.
B2N 5E3
Telephone: 895-1571 (ext. 121)
Fax: 895-7693

The Extension Services Branch provides general information and advisory services in agriculture, rural youth development, community development and home economics. The engineering section staff plan farm drainage systems, supply farm building designs, plan and operate the province's dyke maintenance program and provide assistance in land improvement.

The branch coordinates the 4-H program and assists in the activities of the Women's Institutes of Nova Scotia.

County Extension Services Branch offices are, for many, the primary point of contact with the department and are located as listed:

11 James Street
Provincial Building
Antigonish, N.S.
B2G IR6
863-4705/06

99 High Street
Provincial Building
Bridgewater, N.S.
B4V IV8
543-9191

Agricultural Centre
Kentville, N.S.
B4N IJ5
678-7365

Experimental Farm
Nappan, N.S.
BOL 1C0
667-8722

P.O. Box 160
Pictou, N.S.
BOK IHO
485-4317

St. Peter's
Richmond County, N.S.
BOE 3BO
535-2022

Lawrencetown
Annapolis County, N.S.
BOS IMO
584-2231

P.O. Box 70
Mabou, N.S.
BOE IXO
945-2999/2340

P.O. Box 97
Middle Musquodoboit, N.S.
BOW IXO
384-2262

P.O. Box 309
Weymouth, N.S.
BOW 3TO
837-5161

360 Prince Street
Provincial Building
Sydney, N.S.
BIP 5LI
563-2000

P.O. Box 550
Truro, N.S.
B2N 5E3
895-1571 (ext. 121)

10 Starr's Road
Provincial Building
Yarmouth, N.S.
B5A 2TI
742-4334

P.O. Box 248
Windsor, N.S.
BON 2TO
798-8377

Marketing Services Branch

P.O. Box 550
Truro, N.S.
B2N 5E3
Telephone: 895-1571
Fax: 895-9403

The Marketing Services Branch assists to develop and expand markets for Nova Scotia agricultural products in cooperation with farm commodity groups and agricultural processors. The branch works with the Natural Products Marketing Council and administers regulations respecting provincial grade standards. It provides marketing information and analysis services to the agricultural industry and food processors in the province.

Land and Credit Services Branch

Main Office

P.O. Box 550
Truro, N.S.
B2N 5E3
Telephone: 895-1571
Fax: 895-4547

District Offices

Kentville Agricultural Centre
Kentville, N.S.
B4N 1J5
Telephone: 678-7365
Fax: 678-9855

Department of Agriculture and Marketing
11 James Street
Antigonish, N.S.
B2G 1R6
863-4705

The Land and Credit Services Branch administers programs of the Nova Scotia Farm Loan Board. In addition, the branch assists with the development of farms through Loan Interest Cost Reduction programs and a Farm Loan Advisory Service.

Plant Industry Branch

P.O. Box 550
Truro, N.S.
B2N 5E3
Telephone: 895-1571 (ext. 153)
Fax: 893-0244

Kentville Agricultural Centre
Kentville, N.S.
B4N 1J5
Telephone: 678-7365
Fax: 678-9855

The Plant Industry Branch offers five specialized services: soil testing, plant foliar tissue analysis, livestock feed analysis, land use planning and a crop production advisory service in cereal grains, corn and forage, tobacco, tree fruits, small fruits, greenhouse crops, vegetables, ornamentals and disease insect and weed control. Advice on beekeeping is also available from this branch.

In addition to professional farm matters, the department produces information booklets for homeowners on such issues as foundation plantings, gardening and developing and maintaining lawns.

The branch also operates and administers the Nova Scotia Weed Act, the Provincial Chemistry Laboratory and the Atlantic Pesticide Residue Detection Service which is cost-shared with the other Maritime provinces.

Animal Industry Branch

P.O. Box 550
Truro, N.S.
B2N 5E3
Telephone: 895-1571 (ext. 151)
Fax: 893-0244

Specialists in the Animal Industry Branch assist livestock, fur and poultry producers maintain high levels of production.

In cooperation with the Nova Scotia Dairy Commission, the branch administers dairy industry policies at production, marketing and processing levels. It maintains laboratory services for quality control of milk and milk products, controls transportation of raw milk and trains and licenses bulk milk tank drivers.

The branch coordinates and supplements the services of practising veterinarians working under agreement with Livestock Health Services boards. It also works with the Health of Animals Branch of Agriculture Canada. The branch trains artificial insemination technicians and advises the Nova Scotia Animal Breeders Co-Operative. Animal diseases are diagnosed at the Veterinary Pathology Laboratory in Truro.

Nova Scotia Agricultural College

P.O. Box 550
Truro, N.S.
B2N 5E3
Telephone: 895-1571 (ext. 110)
Fax: 895-4547

The Nova Scotia Agricultural College (NSAC) is located in Bible Hill, near Truro. The college offers a wide range of programs including a B.Sc.(Agr.), the first three years of an agricultural engineering degree, a three year pre-veterinary program, five technical programs, seven technology programs and numerous vocational and continuing education courses. Most students entering the program leading to a B.Sc. (Agr.) will complete their degree at the NSAC. The degree is conferred by Dalhousie University in association with the NSAC. Members of the NSAC faculty can supervise graduate students at the M.Sc. and PhD levels.

Natural Products Marketing Council

P.O. Box 550
Truro, N.S.
B2N 5E3
Telephone: 895-1571 (ext. 193)
Fax: 895-9403

Reporting directly to the minister, the Natural Products Marketing Council administers the Natural Products Marketing Act which permits the establishment of commodity marketing boards. The following commodity boards operate under this legislation:

- The Pork Producers Marketing Board of Nova Scotia
- The Nova Scotia Wool Marketing Board
- The Nova Scotia Chicken Marketing Board
- The Nova Scotia Egg and Pullet Producers Marketing Board
- The Nova Scotia Turkey Marketing Board
- The Nova Scotia Flue-Cured Tobacco Growers Marketing Board
- The Nova Scotia Processing Pea and Bean Marketing Board

- The Nova Scotia Winter Grain Marketing Board
- The Nova Scotia Potato Marketing Board
- The Nova Scotia Evening Primrose Marketing Board
- The Nova Scotia Greenhouse Vegetable Marketing Board

Nova Scotia Farm Loan Board

P.O. Box 550
Truro, N.S.
B2N 5E3
Telephone: 895-1571 (ext. 374)
Fax: 895-7693

Reporting directly to the minister, the Nova Scotia Farm Loan Board (NSFLB) provides direct loans to farmers living on farms where financing applies. Loans are also available to partnerships and companies.

Loans may be made for purchasing farms, machinery, equipment and livestock, land purchase/improvements, soils, building construction/renovations or to consolidate debts. They may be made in all areas of agriculture production, including ranch fur operations and greenhouses.

Programs of the NSFLB are administered by the Land and Credit Services Branch of the department.

Nova Scotia Dairy Commission

P.O. Box 782
Truro, N.S.
B2N 5E8
Telephone: 895-1571 (ext. 363)
Fax: 893-4601

The Nova Scotia Dairy Commission monitors and regulates the production, processing and marketing of milk and milk products. The commission inspects the quality of milk and milk products through laboratory tests and works closely with producers in a quality milk program at the farm level.

The commission works to ensure quality milk and milk products are available at a reasonable cost to consumers and that producers receive a reasonable return to cover production costs.

Nova Scotia Crop & Livestock Insurance Commission

P.O. Box 1092
Truro, N.S.
B2N 5G9
Telephone: 895-4431
Fax: 895-4622

District Office
Kentville Agricultural Centre
Kentville, N.S.
B4N IJ5
678-7365

The Nova Scotia Crop and Livestock Insurance Commission administers various crop and livestock insurance programs for farmers. The programs protect producers from natural disasters caused by weather, disease or insect conditions. Insurance plans are continually reviewed and updated to meet current needs.

Provincial Grain Commission

P.O. Box 785
Kentville, N.S.
B4N 3X9
678-7365

The commission operates central grain handling, drying and storage facilities in the province at three locations. These services are provided to grain producers on a fee-for-service basis.

The commission also operates an advance payment program available to producers through organized pool marketing. This program provides interest free funds to be used as advances to grain producers to be repaid when the crop is sold.

The grain handling facilities are:

Steam Mill Grain Ctr.
P.O. Box 785
Kentville, N.S.
B4N 3X9
678-4840

Middleton Grain Ctr
P.O. Box 99,
Middleton, N.S.
BOS 1P0
825-4748

Bayhead Grain Ctr.
P.O. Box 101
Tatamagouche, N.S.
BOK IVO
657-3087

Attorney General

Bank of Montreal Bldg.
5151 George Street,
Halifax, N.S.
B3J 1M5

Telephone: 424-4222
Fax: 424-4556

The Department of Attorney General administers justice within the province and provides legal opinions and advice to the various government departments. Within this mandate, there are a variety of responsibilities including the administration of court and registry offices, prosecutions, criminal appeals, civil litigation and solicitor services to departments, agencies, boards and commissions of the provincial government.

Legal Services

Executive Director:	424-4041
Director of Public Prosecutions:	424-8931
Director (Criminal):	424-4032
Director (Solicitor Services):	424-4023
Director (Civil Litigation):	424-4024

In the field of criminal law, the department is responsible for prosecutions and for directing the process of criminal appeals. It also formulates policy dealing with young offenders.

Legal services are provided to all departments, boards, agencies and commissions of the provincial government. These services include giving legal opinions, drafting regulations, negotiating commercial and financial matters and making appearances before administrative tribunals.

The department conducts civil actions commenced by or against the Crown including arbitrations and assessment appeals. It also advises on constitutional law matters including civil proceedings involving the Charter of Rights and Freedoms.

Legal advice is not provided to the public.

Court and Registries

Director: 424-7525

The department is responsible for developing and implementing an effective, integrated service to all levels of courts — Supreme, Provincial, County, Small Claims, Justices of the Peace — and to all public offices such as Registrars of Deeds, Probate, Prothonotaries and Clerks and Sheriffs. It also administers cost-shared federal and provincial programs.

The Supreme Court has jurisdiction to hear all cases whereas the County Court's jurisdiction is limited to claims not exceeding $50,000. The County Court has other limitations such as in disputes over title to land. Provincial courts generally deal with criminal matters. Small Claims Court jurisdiction is limited to claims of $3,000 or less.

Finance and Administration

Director of Finance:	424-4593
Personnel Manager:	424-3930

The Finance and Administration Section develops, directs, implements and maintains all financial, personnel, program evaluation and administrative activities of the department.

Management and Information Services

424-4424

The Management Information Services section develops and maintains the computerized information system for the department.

Victim Services Division

Telephone: 424-4858
Fax: 424-4556

The Victim Services Division develops and coordinates province-wide services to crime victims. Its mandate is to implement the provisions of the Victims' Rights and Services Act. A coordinator heads the division.

The Office of Public Trustee

Central Trust Tower, Ste. 220
1801 Hollis St.,
Halifax, N.S.
B3J 3N4

The Office of Public Trustee is established under the Public Trustee Act. The public trustee manages estates of mentally incompetent individuals and administers estates of Nova Scotians who die without leaving a will.

Registry of Joint Stock Companies

1660 Hollis St.,
Centennial Building, 1st Floor,
Halifax, N.S.
424-7743

If you wish to form a company or a non-profit corporation, the Registry of Joint Stock Companies will explain the necessary steps. The Registry directs and administers the incorporation of corporations under several acts.

Securities Commission

1690 Hollis St., 2nd Floor
Joseph Howe Building
Halifax, N.S.
B3J 3J9
424-7768

The Nova Scotia Securities Commission administers the Securities Act and Regulations in Nova Scotia with respect to the registration of security companies and personnel and to ensure all issues are duly registered in compliance with the act.

Expropriations Compensation Board

1660 Hollis St., 9th Floor
Centennial Building
Halifax, N.S.
B3K 3K5
424-8983

The Expropriations Compensation Board administers the Expropriation Act, 1973. If the provincial or a municipal government or other expropriating authority expropriates a property that you own and you do not accept the offer it makes for that property, the board will determine the appropriate value.

Criminal Injuries Compensation Board

1660 Hollis St., 10th Floor,
Centennial Building
Halifax, N.S.
B3J 3K5
424-4651

The Criminal Injuries Compensation Board provides for the administration and payment of compensation to victims sustaining personal injuries as a result of the commission of a criminal offence.

The Nova Scotia Horse Racing Commission

33 Alderney Dr.,
Ste. 202, Belmont House,
Dartmouth, N.S.
B2Y 2N4
424-3125

The Nova Scotia Horse Racing Commission directs, supports, controls and regulates horse racing in Nova Scotia.

It protects the wagering public by prescribing rules and employing and supervising people who enforce those rules. It strives for the improvement of racing presentations and assures that every racing contest represents a true competitive effort by each participating horse and driver. It licenses participants and protects their rights within the racing activity.

By providing support to colt-race programs, it encourages local breeding and raising of raceway horses.

Public Utilities Board

Suite 300, 1601 Lower Water St.
Postal Unit M
P.O. Box 1692
Halifax, N.S.
B3J 3S3
Telephone: 424-4448
Fax: 424-3919

The Public Utilities Board reports to government through the Attorney General and is responsible for the following areas:

Utilities

The Board of Commissioners of Public Utilities supervises approximately 82 utilities, including water, electricity and transportation. It sets rates for services, hears complaints, determines reasonable net earnings, approves capital expenditures and loans, prescribes accounting procedures and initiates inquiries and investigations.

Bonus

424-4448

The board determines the value of land, improvements and personal property of industrial, manufacturing, business and other establishments, enabling the municipalities to fix appropriate assessments for taxation purposes.

Motor Carrier Administration

424-5517

Under the Motor Carrier Act, if you use the highways commercially to carry passengers or freight, you must be licensed and regulated by the board (this applies to school buses and not-for-profit organizations as well). The board prescribes licences, conditions, routes, public transportation rates, standards of safety and liability of motor carriers. Under the Regional Transit Authority Act, the board hears applications for charter licences, hears complaints from municipalities or the public (under certain conditions), makes investigations into complaints, inspects vehicles, hears applications of operating authorities and enforces any orders issued with regard to regional transit operations.

Motor Vehicle Transport

424-5517

Under the federal Motor Vehicle Transport Act, the board has the power to license and regulate undertakings outside the province in the same way as it regulates undertakings within the province under the Motor Carrier Act.

Gasoline & Fuel Oil Licensing

424-8569

The Gasoline & Fuel Oil Licensing Act empowers the board to license gasoline and fuel oil wholesalers and retailers, and regulates the sale and distribution of gasoline and fuel oil in the province. The board also sets the maximum charge for gasoline and fuel oils.

Salvage Yards

424-6772

The Salvage Yard Licensing Act requires the board to license and regulate the land used to store car bodies and similar materials where it is within 1,500 feet of a highway. This act does not apply to cities and towns. Commercial salvage businesses or owners or occupants of land upon which auto or used auto bodies, parts or salvage materials are kept for any reason, must obtain a licence from the board. This applies to any size salvage operation.

Automobile Insurance

424-4448

All insurers writing automobile insurance policies must file schedules of rates and rules and regulations with the board and must notify the board of any proposed changes. Under the act, the board can inquire into automobile insurance rates at any time.

Derelict Vehicle Program

424-6772

This program is offered by the Department of Environment to municipalities in an effort to clean up the province.

The Salvage Yards Licensing Inspection Staff have assisted the various municipal units with this program by locating and identifying the locations of the derelict vehicles.

All storage sites where these vehicles are stockpiled must be approved in advance by both the Department of Environment and the Public Utilities Board.

Auditor General

1649 Hollis Street
2nd Floor, Hollis Building
P.O. Box 793
Halifax, N.S.
B3J 2V2

Telephone: 424-4046
Fax: 424-0500

The Auditor General assists the legislature in holding the government, its administrators, deputy ministers and agency heads accountable by reporting on the quality of the management of public funds.

The Auditor General examines the accounts of the government and presents an annual report to the legislature for review and discussion with the legislature's Public Accounts Committee.

The Auditor General also assists deputy ministers and agency heads in holding their administrators accountable to them by reporting on the performance of their assigned accounting and financial administration responsibilities in the department or agency.

In addition, the Auditor General has the right to conduct audits of the use of funds by those receiving government financial assistance. These include educational, health care, municipal and other institutions.

Cabinet Secretariat

5th Floor
One Government Place
1700 Granville St.
P.O. Box 1617
Halifax, N.S.
B3J 2Y3

Telephone: 424-8910
Fax: 424-7638

Cabinet Secretariat reports directly to the premier and provides administrative support on policy planning, support to Cabinet committees of the Executive Council and assists with inter-ministerial coordination and communications within government. The Intergovernmental Affairs Section advises the Executive Council on federal initiatives which may have constitutional or federal/provincial implications for Nova Scotia.

Chief Electoral Office

6th Floor, Dennis Building
1740 Granville Street
P.O. Box 2246
Halifax, N.S.
B3J 3C8

Telephone: 424-8584
Fax: 424-0513

The role of the Chief Electoral Office is to exercise general direction and supervision of the administration of the electoral process.

This applies to provincial general elections and byelections administered under the Elections Act of Nova Scotia. This includes such matters as: training of returning officers; attending to required operational manuals; enumeration; revision; nomination of candidates; voting at the special and advance polls and on the scheduled polling day; preparation of election returns; and all aspects of election finances.

Civil Service Commission

One Government Place
P.O. Box 943
Halifax, N.S.
B3J 2V9

Telephone: 424-4110

The Civil Service Commission is the central personnel agency of government. It develops and applies policies for personnel management in all government departments, boards, commissions and agencies. It also provides consultation on personnel management for government employees who are not civil servants. The commission is divided into five divisions responsible for Staffing, Human Resource Development, Staff Relations, Administration and Compensation and Classification.

Staffing

Recruits and selects government employees, transfers civil servants, provides employment information to the public and administers government's affirmative action program.

Human Resource Development

Provides staff training and development services to government departments.

Staff Relations

Conducts and directs negotiations for government and helps managers interpret collective agreements. It represents government before arbitration boards established to hear contract disputes and grievances and helps prepare arbitration briefs for negotiated increases. This division also negotiates or directs negotiations for employee groups paid from public funds but considered outside the civil service such as public school teachers and highway workers.

Administration

Administers commission activities including policy advice and development, budget control, document processing and the maintenance of employee records for all civil service positions.

Compensation and Classification

Advises on the development, implementation and maintenance of compensation policies and programs and is responsible for job evaluations and classifying for all civil service positions. A research component keeps the division apprised of the levels, salaries and benefits offered by other employers as well as any new developments in the compensation field.

Clean Nova Scotia Foundation

1675 Bedford Row
P.O. Box 2528, Station M
Halifax, N.S.
B3J 3N5

Telephone: 424-5245

The Clean Nova Scotia Foundation is a registered Canadian charity dedicated to enhancing and preserving the environment.

Governed by a voluntary board of directors representing citizens, organizations, industries and various levels of government, the foundation provides advice on litter prevention, recycling and other beautification techniques, and acts as a sounding board for proposed public policy.

It has a broad informational base and supplies resource kits to community leaders, youth groups and teachers upon request.

Community Services

Johnston Building
5182 Prince Street
P.O. Box 696
Halifax, N.S.
B3J 2T7

Telephone: 424-7618
Fax: 424-0549

The Department of Community Services provides financial assistance to individuals and families whose income is insufficient to meet basic needs and to provide social services to those who are unable to cope on their own because of personal or family problems.

Family and Children's Services

424-4279
The Family and Children's Services Division is primarily responsible for four programs: Family and Children's Services, Young Offender and Court Services, Day-Care Services and Child and Adolescent Services.

Family and Children's Services

424-3202
Administers directly and through private agencies children's programs in four specific areas: protection of children from neglect and abuse, supervision of children in care and custody, services to unmarried parents and adoption. Responsibilities also include policy development, standard setting and evaluation.

Young Offender and Court Services

424-4632

Administers and directs programs related to the Maintenance Enforcement Program, Intake and Counselling Programs of the Family Court, as well as services to young offenders committing offences prior to their sixteenth birthday. These include probation services, custodial services, congregate care placements and alternative measures.

Shelburne Youth Centre

P.O. Box 400
Shelburne, N.S.
BOT IWO
875-3191

The Shelburne Youth Centre provides temporary detention and open custody programs for youth who have been committed or remanded for offences prior to their sixteenth birthday under the Young Offenders Act and Young Persons Summary Proceedings Act.

The centre also provides open custody and temporary detention programs to females aged 12 to 17 committed or detained under those same acts.

An advisory board advises the minister on the operation, program, budget and other matters.

Child and Adolescent Services

424-3202

The primary role of two director positions, one in the Department of Community Services and the other in the Department of Health and Fitness, is to coordinate services between the two departments to provide better services to children and adolescents throughout the province. The first priority, as identified by the Task Force on Family and Children's Services, is to develop crisis/assessment centres to deal with emergency placements. The second goal is to upgrade the present treatment program at the Nova Scotia Residential Centre by providing additional staff and training, and enhancing the clinical input. Third, these positions are responsible for upgrading the current residential and group home facilities throughout the province with the eventual goal of licensing these facilities.

Nova Scotia Residential Centre

50 Aberdeen Street
Truro, N.S.
B2N 5G6
893-3029

The Nova Scotia Residential Centre provides a specialized, structured environment and program for children aged 10 to 15 years, with behaviour and adjustment problems.

The centre's program is designed to enhance the social adjustment and educational functioning of each child.

An advisory board advises the minister on the operation, program, budget and other matters of the centre.

Day-Care Services

424-3204

Licenses and monitors all day-care facilities, both full-day and part-day programs, throughout Nova Scotia. It also provides day-care assistance to families in social and economic need. This assistance is provided in the form of subsidy payments to registered day-care centres in Nova Scotia.

Family Benefits

424-4261

The Family Benefits Division provides financial assistance to disabled persons, single parents with a dependent child and foster parents who are in need. It also provides free prescription drugs to disabled persons who have been granted assistance under Family Benefits legislation, and free medication to diabetics who are in financial need.

The department makes a special social assistance payment annually to all Nova Scotians who receive a Guaranteed Income Supplement under the Old Age Security Act (Canada).

An annual rebate is made of a portion of residential property taxes paid by persons who reside in their own home and receive a Guaranteed Income Supplement or a Spouse's Allowance under the Old Age Security Act (Canada).

Monthly rental assistance is provided to individuals whose rent exceeds a fixed portion of their monthly income and who receive a Guaranteed Income Supplement or a Spouse's Allowance under the Old Age Security Act (Canada), or who are 65 years of age and over and whose annual income is less than $15,000.

A Family Benefits Review Board reviews and considers all applications for Family Benefits that are found ineligible by the director; reviews and considers any matter referred to it by the minister, his deputy or the director; and advises and makes recommendations to the minister concerning these matters.

Appeals

424-2768

The Social Assistance Act provides for appeals under both the Family Benefits Act and the Social Assistance Act. Appeal boards have been set up throughout the province and any applicant or recipient wishing to appeal a decision must forward a signed request for such action to the Coordinator of Appeals.
There are 23 Appeal Board chairpersons and four Classification Appeal Board chairpersons throughout the province.

Rehabilitation and Community Services

424-6762

The primary responsibility of this division is to ensure a full range of rehabilitative services, community-based services, general assistance programs, Homes for Special Care facilities and provincial care facilities are provided for the socially, physically and mentally handicapped and seniors.

Vocational Rehabilitation and Community Services
424-4329
Supplies occupational adjustment planning services to disabled persons and single parents; assists families with housing problems; and provides financial assistance and guidance in establishing adult service centres, workshops and work activity projects. It is also responsible for training and employment programs for social assistance programs.

Municipal Social Services
424-4277
Ensures the orderly development and establishment of standards and administrative practices in respect to the General Assistance Program cost-shared with the municipal level of government. This section is also responsible for inspection services, licensing and establishment of standards of Homes for Special Care.

Classifications and Assessments
424-4486/3207
Ensures that policies and procedures are developed and implemented concerning classifications, assessments, admissions, re-admissions and discharges relating to adult facilities licensed under the Homes for Special Care Act. It ensures that all applicants for admission to these facilities are properly classified and that residents are regularly reassessed. A related function is the coordination of all information (social histories, psychological, educational and medical assessments, etc.) related to applications for the Mentally Handicapped Children's Program and preparation of the necessary documentation for the Admissions Committee. The section is also responsible for updating computerized information on residents in Homes for Special Care.

Adult Protection Services
424-7615
Investigates allegations of abuse and neglect of physically or mentally handicapped adults and provides appropriate intervention to ensure the safety and well-being of these adults.

Services To The Mentally Handicapped

424-3212

Services to the mentally handicapped include those directly financed and managed by the department - children's training centres, Nova Scotia Youth Training Centre, Foster Home Program for Mentally Retarded Children and In-Home Support Program - and those organizations that operate with the guidance of the department and whose operating costs are cost-shared by the province. These include adult residential centres, community residences, Palmeter's Nursing Home and regional rehabilitation centres.

In-Home Support Program

This program provides limited financial assistance to parents maintaining a mentally or multiply handicapped child at home who would otherwise require institutional placement in a children's training centre or a nursing home. The assistance provided is intended to defray the cost of the extraordinary expenses related to the child's disability. A limited amount of funding per month is available, usually on a receipt-for-expenditure basis. To be eligible, families must qualify for the Child Tax Credit on their income tax return.

Children's Training Centres

These are residential facilities operated by the province to train severely retarded children who are unable to obtain appropriate training in their own home or community. Parents or guardians who place their child at a training centre retain full legal parental rights and obligations. They must agree to take their child from the centre whenever the goals set prior to admission are met. Each of the four centres in Nova Scotia is small (accepting approximately 40 children) and emphasizes a developmental approach.

270 Pleasant Street
Dartmouth, N.S.
B2Y 3S3
424-3285

P.O. Box 970
Digby, N.S.
BOV IAO
245-2187

P.O. Box 880
Pictou, N.S.
BOK 1A0
485-4155

P.O. Box 69,
Sydney, N.S.
B1V 2Y4
564-5502

Nova Scotia Youth Training Centre

P.O. Box 460
Truro, N.S.
B2N 5C7
895-5471

The Nova Scotia Youth Training Centre is a provincial residential school operated by the department for mildly and moderately retarded children. The centre provides education and training so these children will be better prepared for life in the community. All programs are planned to assist students in their intellectual, social and emotional development.

An advisory board for the training centre reports to the minister regarding any improvements in the program.

Coordinated Home Care

424-4653

This program coordinates the delivery of a range of social, health, housing and volunteer services to meet the needs of persons who require assistance or support in order to remain in their own home and community.

The administration of the program, while a primary responsibility of the department, reports to a Home Care Coordinating Agency consisting of the ministers of Community Services, Health & Fitness, Housing, Municipal Affairs, the minister responsible for the Senior Citizens Secretariat and others as necessary. The minister of Community Services chairs this agency.

The program benefits from the input and expert advice of a formal Home Care Advisory Committee comprised of representatives of professional organizations, service providers, consumers and volunteer groups and organizations.

The program operates on the basis of a one-stop-shopping approach in that there is a single entry point to the program through a designated Homemaker Agency. A multi-disciplinary assessment is carried out on all applicants for services by staff who have specialized training. A plan of care, as well as case management responsibilities, is determined through the assessment process utilizing existing resources and services. The Coordinated Home Care Program gives priority to three target populations: seniors, disabled persons and families at risk or in crisis.

The Department of Health and Fitness works with the provincial coordinator in collaborative planning, service delivery policy and procedure development.

Seven home care coordinators located in the department's regional offices assist the provincial coordinator in program delivery in each community. The Homemaker Services Program also forms a part of the Coordinated Home Care Division.

Administrative and Support Divisions

Field Services and Personnel

424-2750

Field Services and Personnel manages all regional and district offices, Family Court services and developmental and assessment services. It recruits, selects and places personnel in field offices and coordinates all departmental personnel services.

The division also ensures that the following services are delivered to clients at the field office level: financial assistance (family benefits and municipal social services in certain areas); rehabilitation services; family and children's services in areas where there is no Family and Children's Service agency (City of Dartmouth and the counties of Halifax, Antigonish, Guysborough and Digby); young offenders services to children; adult services in the Family Court; community service projects in certain locations; developmental and assessment services; and consultation services.

Regional Offices

Western
P.O. Box 460
10 Starrs Road
Yarmouth, N.S.
B5A 4B4
742-7871

Cape Breton
Suite 7, Provincial Building
360 Prince Street
Sydney, N.S.
B1P 5L1
563-3300

Halifax
Metro One Building
6061 Young Street
Suite 320, P.O. Box 8715
Halifax, N.S.
B3K 5M4
424-4755

Valley
P.O. Box 188
F.W. Robinson Building
374 Main Street
Kentville, N.S.
B4N 3W7
678-6176

North Shore
P.O. Box 488
Campbell's Lane
New Glasgow, N.S.
B2H 5E5
755-5950

Central
P.O. Box 950
58 Willow Street
Truro, N.S.
B2N 5G7
895-6337

South Shore
P.O. Box 1360
301 Henry Hensey Drive
Liverpool, N.S.
B0T 1K0
354-3422

District Offices

Antigonish
Suite 101, Provincial Building
11 James Street
Antigonish, N.S.
B2G IR6
863-3213

Glace Bay
21 Sterling Road
Glace Bay, N.S.
BIA 3X6
563-3390

Guysborough
P.O. Box 90
Chedabucto Mall
Guysborough, N.S.
BOH INO
533-4007

Port Hawkesbury
P.O. Box 359, Provincial Building
MacSween Street
Port Hawkesbury, N.S.
BOE 2V0
625-0660

Digby
P.O. Box 399
Warwick Street
Digby, N.S.
BOV IAO
245-5811

Lunenburg
Suite 105, Provincial Building
99 High Street
Bridgewater, N.S.
B4V IV8
543-2411

Annapolis
P.O. Box 39
Municipal Building
St. George Street
Annapolis Royal, N.S.
BOS IAO
532-2337

Cumberland
P.O. Box 399
24 Crescent Avenue
Amherst, N.S.
B3H 3Z5
667-3336

Shelburne
P.O. Box 9
Administrative Centre
Barrington, N.S.
BOW IEO
637-2335

Hants
P.O. Box 2350
1469 Kings Street
Windsor, N.S.
BON 2TO
798-8319

Dartmouth
Suite 205, Dartmouth
Professional Centre
277 Pleasant Street
Dartmouth, N.S.
B2Y 4B7
424-4158

Sackville
Cobequid Multi-Service
Centre
70 Memory Lane
Sackville, N.S.
B4C 2J3
865-5750

Financial Services

424-4364
The Financial Services Division provides complete financial services for the department through the following sections: Fiscal Planning and Control; Data Verification and Accounting; Claims, Contracts and Data Entry; Administrative Services; and Financial Analyses of Homes for Special Care.

Audit Services

424-4147
The Audit Services Division is responsible for all auditing procedures related to the approved budget of the department. It also verifies payments of subsidies and grants to and by municipalities to non-profit organizations and private agencies; ensures that payments are in accordance with federal and provincial legislation, regulations and agreements; and assesses and reports upon the adequacy of financial and operational procedures and control.

Research, Planning and Management Information Services

424-4039
The Research, Planning and Management Information Services Division develops, implements and manages a number of major support services and programs in such areas as federal/provincial relations, including cost-sharing, research, management information systems, policy and program development analysis and evaluation, data processing, staff training, public information library services and Indian Affairs.

Management Information and Computer Services
424-5404
Responsible for developing and operating the department's data processing capability.

Indian Affairs
424-4455
Administers the Tripartite Agreement between the federal and provincial governments and the native people (status, non-status and Metis) by coordinating all communication and contacts between provincial government departments, the federal government and native people.

Policy, Planning and Research
424-8655
Analyses, evaluates and develops departmental programs and policy initiatives and manages small research projects and departmental publications such as the annual report. This section also coordinates negotiations relating to cost-sharing for federal/provincial social service programs. It also supervises long-term research projects and produces press releases and public information programs on departmental services.

The Departmental Library
424-4383
Provides a central store of organized, accessible information resources. It has access to all Canadian and most American library resources through the Inter-Library Loan System. Periodicals and reference books are available to all staff members and are primarily related to the services and programs offered by the department.

Staff Training
424-4293
Provides training to orientate, update and upgrade the staff skills through in-service seminars, workshops and presentations.

As well, this section has an audio-visual library of films, videotapes and slide programs which are made available to provincial agencies and institutions for in-service training and public education.

Nova Scotia Senior Citizens' Commission

P.O. Box 696
Halifax, N.S.
B3J 2T7
895-4538 (Chairperson), 424-4455

The Nova Scotia Senior Citizens' Commission is currently composed of 19 members who geographically represent the senior population throughout Nova Scotia and the two major seniors' organizations in the province: Nova Scotia Pensioners Concerned and the Federation of Senior Citizens and Pensioners of Nova Scotia. Also on the commission are five liaison representatives from the departments of Health & Fitness, Education, Advanced Education and Job Training and the Senior Citizens' Secretariat.

The commission advises the minister of Community Services on all matters related to aging. The commission conducts, directs and promotes fact-finding studies and research related to aging; seeks out and encourages people interested in providing voluntary services to citizens' groups concerned with aging; promotes new activities and social services for senior citizens through voluntary agencies and all levels of government; reviews existing legislation and government programs and makes recommendations as to how these may be improved; and performs any duties assigned by the Governor-in-Council or the minister of Community Services.

The commission conducts regional workshops with senior citizens' clubs and seniors' councils on a variety of topics, such as post-retirement seminars, pastoral care and information workshops for seniors.

Consumer Affairs

5151 Terminal Road
P.O. Box 998
Halifax, N.S.
B3J 2X3

Telephone: 424-4690
Fax: 424-0533

The Department of Consumer Affairs promotes fairness in the marketplace. The department handles consumer complaints and inquiries; provides financial counselling for individuals and families; licenses insurance agents, real estate brokers and many other businesses; handles all residential tenancy complaints and ensures that rental increases are within acceptable guidelines.

The department has five main divisions: Consumer and Commercial Relations, Financial Institutions and Revenue, Residential Tenancies and Condominiums, Rent Review and Theatre and Amusements.

Consumer and Commercial Relations

424-4690

The Consumer and Commercial Relations Division advises and assists consumers and vendors. It responds to inquiries and complaints concerning general business practices, including investigating suggested fraudulent or questionable transactions, and it provides general consumer advice and warnings where necessary.

Counsellors assist individuals and families in financial difficulty by helping with a family budget or through the Orderly Payment of Debts Program.

Consumer Affairs administers legislation regulating certain industries, including loan companies, mortgage brokers and lenders, collection agencies, credit reporting agencies, real estate brokers, insurance agents, direct sellers, embalmers and funeral directors. In some cases, it licenses and examines persons working in these industries.

Financial Institutions and Revenue

424-4690

Monitors credit unions, insurance companies and provincially incorporated trust and loan companies operating in Nova Scotia through regular inspection and registration.

The office of the Superintendent of Insurance falls within this division.

This division also manages all revenue coming into the department through the insurance premiums tax, amusements tax and licensing and registration fees.

Residential Tenancies and Condominiums

424-4690

Residential Tenancies mediates disputes between landlords and tenants.

Tenancy disputes that may be subject to investigation include the condition of premises, care of premises, compliance with the Residential Tenancies Act, disposal of security deposits, termination of tenancy or payment of rent in trust.

The Registrar of Condominiums requires developers to provide information about property titles and to provide surveys and structural plans in order to obtain registration. The Condominium Act requires proper accounting procedures be followed to ensure adequate reserve funds are maintained, and provides that disputes between owners and the condominium corporation be resolved through arbitration.

Rent Review

424-4690
This division decides on applications for rent increases in excess of the yearly approved increase set by Cabinet.

Theatres and Amusements

424-4690
Theatres and Amusements staff license, supervise and regulate all public amusements and collect admission taxes. The division ensures that proper health, fire and safety standards are met before approving a place of amusement or a particular event.

It licenses and inspects video stores, concert halls, theatres, rinks, bowling alleys and other places of amusement and collects taxes at events such as itinerant shows and circuses.

The Amusement Regulation Board classifies all films and videos intended for public viewing.

Branch Offices

Provincial Building
360 Prince Street
Sydney, N.S.
B1P 5L1
563-2020

Provincial Building
MacSween Street,
P.O. Box 624
Port Hawkesbury, N.S.
B0E 2V0
625-2691

176 Archimedes Street
P.O. Box 236
New Glasgow, N.S.
B2H 5E3
752-0975

Provincial Building
2nd Floor
136 Exhibition Street
Kentville, N.S.
678-8500

Bank of Montreal Building
35 Commercial Street
Truro, N.S.
B2N 3H8
893-5999

81 Alderney Drive
Dartmouth, N.S.
B2Y 2N7
424-8095

Provincial Building
James Street
Antigonish, N.S.
B2R 1R6
863-3610
(open Monday and Thursday
all day)

Provincial Building
10 Starrs Road
Yarmouth, N.S.
B5A 2T1
742-7985

Provincial Building
99 High Street
Bridgewater, N.S.
B4V 1V8
543-7336
(open all day Wednesday;
mornings only on Monday,
Tuesday, Thursday and
Friday)

Council of Maritime Premiers

5161 George Street
Royal Bank Building, Suite 1006
P.O. Box 2044
Halifax, N.S.
B3J 2Z1

Telephone: 424-7590
Fax: 424-8976

The Council of Maritime Premiers, consisting of the premiers of Nova Scotia, New Brunswick and Prince Edward Island, exists to promote unity of purpose, to ensure maximum coordination of activities and to establish a framework for joint undertakings among the three governments. It meets four times a year to discuss matters of shared interest and to identify and exploit opportunities for regional cooperation.

Four regional line agencies are responsible to council through a board of directors, or equivalent, comprised of private and public sector representatives from the three provinces.

Land Registration and Information Service

P.O. Box 6000
Fredericton, N.B.
E3B 5H1
Telephone: (506) 453-2112
Fax: (506) 453-7418

Halifax Regional Office
1660 Hollis Street
P.O. Box 2254
Halifax, N.S.
B3J 3C8
Telephone: 424-4083
Fax: 424-5747

LRIS establishes and maintains a high quality data base for land information systems in the Maritime provinces geared to respond to user needs. Specifically it provides and maintains a survey control network, a uniform series of base maps and property boundary and ownership information. It also assists in developing improved registry systems.

Maritime Municipal Training & Development Board

6209 University Avenue
Halifax, N.S.
B3H 3J5
Telephone: 425-6487
Fax: 424-1961

The MMTDB has a mandate to improve administrative operations in Maritime local government. The agency works in cooperation with municipal associations, training institutions, provincial government departments responsible for municipal affairs and others concerned with local government upgrading in the region. Municipalities in the Maritime provinces benefit through MMTDB sponsored initiatives which include training programs, research, publications and a variety of support and advisory services.

Maritime Provinces Higher Education Commission

Suite 450, King's Place
P.O. Box 6000
Fredericton, N.B.
E3B 5H1
Telephone:(506) 453-2844
Fax: (506) 453-2106

The Maritime Provinces Higher Education Commission advises the three provincial governments on the support of new programs and institutions and the termination of such; the preparation of plans for financing higher education; the administration and allocation of funds from the provinces; the promotion of inter-institutional cooperation; and the establishment of regional centres of specialization. The commission acts as a buffer between governments and institutions and also exercises certain administrative functions regarding funding.

Maritime Provinces Education Foundation

5161 George Street
Royal Bank Building, Suite 1006
P.O. Box 2044
Halifax, N.S.
B3J 2Z1
Telephone: 424-5352
Fax: 424-8976

The Maritime Provinces Education Foundation, consisting of the ministers of Education from the three Maritime provinces, promotes regional cooperation in education among the Maritime provinces, develops and advances a number of initiatives for cooperation in education and establishes a framework for joint undertakings.

Education

Trade Mart Building
2021 Brunswick Street
P.O. Box 578
Halifax, N.S.
B3J 2S9

Telephone: 424-5605
Fax: 424-0519

The Department of Education is responsible for: the overall program direction of the public school system (P-12); providing provincial financial support and a variety of other services to school boards; operating the teacher certification system and the Nova Scotia Teachers College; providing financial support and other services for regional public libraries; and operating the Nova Scotia Museum Complex with its 24 provincially-owned branches and assistance programs for local museums.

The department is divided into two major areas: Education Programs and Finance and Budgeting.

Education Programs

Curriculum Development Program

424-5991

Coordinates curriculum development and provides instructional materials and consulting services for elementary and secondary education. It organizes task forces with representatives from the public schools and post-secondary institutions to advise the department on programs and on the selection or preparation of learning materials to be recommended to the minister for authorized listing. Curriculum Development implements provincial in-service teacher training programs and provides in-service assistance upon request from district boards. This division also assists with the monitoring and evaluation of the implementation of curriculum programs across the province and operates the department's Correspondence Study Service (424-4054).

Curriculum Development - French Language Programs
424-6646
Performs functions for French elementary and secondary curriculum development similar to those provided by the general Curriculum Development Program. French language programs include French-first-language, French-second-language and immersion programs. The division also administers bilateral, language-related agreements between the Secretary of State and the province covering infrastructure and developmental programs and certain teacher and student language bursaries.

Inspection Services
424-5829
Provided to local school boards by a team of school inspectors based in regional offices throughout the province. Inspectors act as local representatives of the minister, advising school boards and their staffs on how to implement education legislation and provincial curriculum. They also report to the minister on educational matters within each inspectoral division.

Teacher Certification
424-6620
Administers the certification of public school teachers in the province and recognition of completed teaching service for salary increment purposes.

Nova Scotia Teachers College
Telephone: 895-5347
Fax: 893-5510
Provides a three-year diploma (Associate in Education) and a four-year degree (Bachelor of Education) in teacher education. The first degrees will be awarded in 1993. The diploma program is being phased out and students are no longer admitted to its

first year. Prospective teachers have a choice of five programs: early and intermediate elementary, junior high, physical education and industrial arts/technology education.

Currently, an optional further year of study at one of the participating Nova Scotia universities qualifies A.Ed. graduates for a Bachelor of Education degree from the university attended. As well, the college has a general two-year training program for child care, the Child Development Services Program. An additional year of study is available for CDS students who wish to become certified to work with special needs children. Extension courses are available in both teacher education and child care.

Education Resource Services Program

429-4610

Responsible for the Nova Scotia Museum Complex, Nova Scotia Provincial Library and the Education Media Services Section of the Department of Education.

The Nova Scotia Museum is the headquarters for the Nova Scotia Museum Complex, a system of 24 provincial museum branches located across the province. Collectively they acquire, preserve, study and interpret artifacts and specimens relating to the natural and cultural history of the province. A variety of programs are offered to schools and the general public, as well as resources for teachers and researchers. An extensive publication program is carried out.

The Nova Scotia Museum administers the Special Places Protection Act which preserves archaeological, palaeontological and ecological sites in the province. In addition, it provides financial and advisory support to locally owned museums in the province.

The Provincial Library (453-2810) provides services in support of public, school and government libraries and promotes cooperation and the sharing of library resources among all types of libraries within Nova Scotia, as well as on a national level. Provincial grants for public library service are administered by the Provincial Library.

Education Media Services (453-2810) operates a media library offering a 16 mm film loan service and a video duplication arrangement which allows schools, colleges and libraries to obtain copies of programs by supplying a blank cassette. An equipment repair service is available to schools for the repair of all A/V equipment with the exception of VCRs and computers. Access is provided for educational telecast time on ASN, CBC and some cable stations. Education Media Services also has photographic, design and video production services for materials to be used by the department and schools and a computer hardware and software demonstration lab is available for educators for training and to explore a range of options before deciding on purchases.

Publication and Reference

424-5605

Produces periodical publications for teachers, answers general telephone and mail inquiries, coordinates press releases and advertising, provides a general editing service for departmental publications, serves as a secretariat for senior management and operates an Education Information Centre for use by the public.

Finance and Budgeting

Research

424-6988

Maintains and analyses statistics on enrolments, teachers, subjects and educational finance; helps assess provincial education programs through testing projects; provides a variety of other services such as GED test scoring, coordination of teacher exchange and operation of the medals program for high school graduates.

School Planning and Conveyance

424-4386

Coordinates the planning of school construction projects and provides advice and assistance to school boards in operating safe and efficient transportation systems.

Public Education Grants and Finance

424-3956
Administers provincial grants to school boards, conducts audits of conditional grants and school board financial management practices, and provides on-going advisory services to school boards concerning accounting, financial reporting and financial management practices.

Financial Management

424-4925
Controls the internal financial operations of the department and operates the Nova Scotia School Book Bureau (424-5516).

Personnel

424-5934
Maintains departmental personnel records and administers other personnel services.

Internal Auditor

424-8409
The Internal Auditor evaluates the adequacy and effectiveness of the department's management control systems.

Learning Disabilities

424-7454
This section reviews programs and policies for learning disabled individuals across provincial government departments, makes recommendations based on these reviews and acts as a resource for those seeking information about learning disabilities.

Teachers' Pension Commission

1-424-5070 (toll free)
Administers the teachers' pension plan.

Advisory Committee on the Education Incentive Program for Black Students

424-7534
Advises on policies regarding financial incentives for the education of Black students.

Board of Governors of the Nova Scotia Museum

429-4610
Exercises general direction and control over the Nova Scotia Museum and designated historic houses in the province. It administers grants, acquires specimens and materials for display and promotes public knowledge of the museum and its branches across the province. It administers grants; acquires researchers; preserves and exhibits specimens and artifacts; and publishes and promotes information about the museum.

Sherbrooke Restoration Commission

429-4610
Advises the minister through the Board of Governors of the Nova Scotia Museum on the orderly restoration and development of the Sherbrooke Restoration Area and proposes regulations for the use of land and the construction, alteration and use of buildings in the area.

Advisory Committee on the Protection of Special Places

(c/o Nova Scotia Museum, 429-4610)
Makes recommendations to the minister concerning the preservation, regulation and study of archaeological and historical remains and fossils and ecological sites considered important to Nova Scotia's natural heritage.

Provincial Library Council

453-2810

Makes recommendations respecting operating grants for regional library boards, as well as branch maintenance grants and capital grants for branch libraries. The council also studies and reviews public library services in general and makes recommendations to the minister on these matters.

Emergency Measures Organization

P.O. Box 1502
Halifax, N.S.
B3J 2Y3

Telephone: 424-5620
Fax: 424-5376

The Emergency Measures Organization (EMO) is a coordinating agency responsible for assisting municipalities plan and prepare for emergencies. In an emergency, EMO (NS) coordinates the efforts of provincial and federal departments and agencies, as well as private health and social services to provide assistance to disaster areas. EMO (NS) also sponsors the RCMP Auxiliary Program and the Ground Search and Rescue Program.

Consulting Assistance

Professional planners assist municipalities plan and prepare for emergencies.

EMO (NS) coordinates emergency preparedness training for municipal staff at the Emergency Preparedness College in Arnprior, Ont. It also coordinates the Joint Emergency Preparedness Program, which provides a cost-sharing formula with the federal government for emergency equipment for first response agencies.

Zone Control

Metro
P.O. Box 1502
Halifax, N.S.
B3J 2Y3
Telephone: 424-5620
Fax: 424-5376

Central
P.O. Box 332
Truro, N.S.
B2N 5C5
Telephone: 893-5600
Fax: 893-1648

Western
P.O. Box 382
Kentville, N.S.
B4N 3X1
Telephone: 678-4079
Fax: 678-3499

Cape Breton
P.O. Box 1051
Sydney, N.S.
BIP 6J7
Telephone: 563-2093
Fax: 563-2352

Environment

P.O. Box 2107
Halifax, N.S.
B3J 3B7

Telephone: 424-5300
Fax: 424-0503

The Department of Environment manages, protects and enhances the province's natural environment. This is achieved through integrated environmental planning and management based on public participation, enforcement and delivery of appropriate programs and competent technical services.

Resource Management and Pollution Control

This division develops environmental management guidelines and regulations. It also administers the department's environmental protection and enhancement programs.

Environmental Support Services

This division administers the Environmental Assessment Review process, special projects and the Youth Conservation Corps while leading in the delivery of departmental training programs and enforcement activities.

Policy and Planning

Policy and Planning ensures all departmental initiatives are based on well-defined environmental policies and strategies. Long-range policies and goals are developed and communicated based on an effective consultative process, sound technical advice and thorough background research.

Utilities

This division operates and manages provincially-owned industrial water supplies and waste treatment facilities. It examines potential industrial and municipal water supplies and supervises the design and installation of major renovations and alterations to the various systems.

Administration and Finance

Administration and Finance provides staff support for field and internal services and for the department's financial administration.

Regional Offices

This division ensures quality, consistency and efficiency in delivering departmental services and programs. Offices around the province act as first points of contact for the general public and are capable of responding to localized concerns and priorities.

Eastern Region—Inverness, Victoria, Cape Breton, Richmond, Antigonish and Guysborough counties.

Sydney
Gordon MacDougall
295 Charlotte Street
Sydney, N.S.
B1P 1C6
563-2100

District Office
Port Hawkesbury
Wayne Crouse
Old Pulp Mill Road
Port Hawkesbury, N.S.
B0E 2V0
625-0791

Central Region—Halifax County, eastern portion of Lunenburg County (the Municipality of Chester), and Hants County.

Halifax
Dianne Coish
5151 Terminal Road, 5th Floor
Halifax, N.S.
B3J 1A1
424-5300

Western Region—Western portion of Lunenburg County (the Municipality of Lunenburg), Kings, Digby, Annapolis, Yarmouth, Queens and Shelburne counties.

Middleton
David Wigmore
George and Commercial Streets
Middleton, N.S.
B0S 1P0
825-6246

District Office
Yarmouth
Kim MacNeil
Provincial Building
10 Stairs Street
Yarmouth, N.S.
B5A 2T1
742-8985

Northern Region—Pictou, Colchester and Cumberland counties.

Truro
Gerald West
2nd Floor, IGA Building
44 Inglis Street
Truro, N.S.
B2N 4B4
893-5800

District Office
Pictou
Penny McLeod
Middle River Pumping Station
Granton
New Glasgow, N.S.
B2H 5E7
396-4194

Nova Scotia Environmental Control Council

P.O. Box 2107
Halifax, N.S.
B3J 3B7
Telephone: 424-5300
Fax: 424-0503

The Environmental Control Council is an advisory board to the minister of Environment. The council represents the interests of the environment and the public in resource decisions. The council is supported by an executive secretary. The deputy minister of Environment is an ex-officio member.

The council holds an annual awards ceremony in recognition of outstanding environmental service.

Well Drilling Advisory Board

This industry/government advisory board advises the minister on regulations and standards for the industry. The board meets regularly to discuss well drilling and related problems and works with the department in examining licence applications and qualifications.

Canada-Nova Scotia Flood Damage Reduction Program

This federal/provincial program attempts to reduce damage caused by flooding. This is achieved by mapping flood prone areas, studying flooding problems to determine the cost of remedial methods, recommending measures to reduce or prevent damage and providing information to the public to restrict private and public development in flood prone areas. The current agreement expires in 1994.

Environmental Emergencies

All oil or chemical spills must be reported. The department cooperates with all other provincial and federal departments to ensure a coordinated and integrated response to all spills. To make a report in the Halifax/Dartmouth area phone 426-6030, or 1-800-565-1633 elsewhere in the province. These numbers connect to the 24 hour operator at the Canadian Coast Guard Traffic Centre in Dartmouth.

Advisory Groups

The Petite Riviere Watershed Advisory Group was formed by the department in 1977 to respond to a number of water related problems on the Petite Riviere system.

The Queens-County Medway-Mersey Watershed Advisory Group was established in 1984 to advise the minister on problems related to water quality and flows on the Medway-Mersey River systems.

The department participates on the Sable Island Advisory Committee to advise the federal Transport Department on environmental matters related to Sable Island.

Finance

1723 Hollis Street
P.O. Box 187
Halifax, N.S.
B3J 2N3

Telephone: 424-5554
Fax: 429-0257

The Department of Finance has direct authority and functional responsibilities for the province's financial matters. It provides analyses and advice to government on financial, budgetary, taxation and fiscal matters and is responsible for the province's accounting control and financial reporting system. The department also manages provincial trust funds, including the Public Service Superannuation and Teachers' Pension Fund and, through the Public Service Pensions and Payroll Services divisions, operates payroll, pension services and other benefit plans for the public service. As well, Finance administers the Nova Scotia Stock Savings Plan, the Nova Scotia Home Ownership Savings Plan (NSHOSP) and the Corporations' Capital Tax Act. For further information on NSHOSP and the Corporations' Capital Tax Act, call 424-7379.

Provincial Tax Commission

1723 Hollis Street
P.O. Box 755
Halifax, N.S.
B3J 2N3
1-424-6708 (toll free)

The Provincial Tax Commission administers the Health Services Tax Act, the Tobacco Tax Act, the Gasoline and Diesel Oil Tax Act and the Nova Scotia Offshore Retail Sales Tax Act, a federal act administered by the province. The commission ensures all monies are collected and directed to the proper authorities.

Other Locations

Provincial Tax Commission
Health Services Tax Division
295 Charlotte Street
Sydney, N.S.
BIP IC6
563-2392

Physical Location

6061 Young Street
Metro One Building
3rd Floor
Halifax, N.S.
B3K 2A3

Provincial Tax Commission
Gasoline and Diesel Oil Tax Division
P.O. Box 2212
Station M
Halifax, N.S.
B3J 3C4
424-6714

Fisheries

1959 Upper Water Street
Purdy's Wharf Tower, 3rd Floor
P.O. Box 2223
Halifax, N.S.
B3J 3C4

Telephone: 424-4560
Telex: 019-22799 (N.S. Fisheries, Halifax)
Fax: 424-4671 (Halifax)
Fax: 424-4014 (Pictou)

The Department of Fisheries is involved in almost all aspects of the province's fishing industry. As well, it has significant input into some of the policies and programs legislated and administered by the federal government which has jurisdiction over much of the fishery.

The department is comprised of six divisions and one lending agency: Finance and Administration, Marketing, Industrial Development, Aquaculture and Inland Fisheries, Marine Resources, Training and Field Services and the Fisheries Loan Board.

Finance and Administration

424-4560
Provides administrative support to the department in the areas of budgeting, accounting, purchasing, personnel and inventory management, information services, statistics, economics and general office service.

Other responsibilities include: collaborating with the Department of Fisheries and Oceans to improve and update fisheries policies and programs for the industry; providing the industry and general public with information on departmental activities and on the fishing industry; coordinating departmental publications; organizing and funding the department's involvement with Weatheradio Canada, a system of VHF radio stations around the province that provides continuous weather information for fishermen.

Marketing Division

424-4560

Provides a variety of services to all levels of the fishing industry, as well as to the seafood retail sector, foodservice industry and the general public. Support services are directed towards increasing the sales potential of Nova Scotia seafood through improved marketing.

Divisional activities include: promoting seafood through displays, demonstrations, trade shows and distribution of printed material; providing market information to Nova Scotia exporters and foreign buyers; conducting market and trade related studies or investigations; and organizing seafood education programs for retailers, restaurants and distributors.

Industrial Development Division

424-4560

Promotes the efficient development of Nova Scotia's fishing industry by developing and introducing improved equipment, facilities and methods. The division administers two programs.

The Development Program provides cost-sharing incentives to upgrade fishing vessels, harbour infrastructure, shore-based facilities and processing plants with proven technology; supports development and demonstration projects as a means of introducing new and/or improved technology to the industry; and provides engineering services to other divisions of the department. The Inspection Program administers provincial fish inspection and fish buyers regulations.

Aquaculture and Inland Fisheries Division

424-4560
Plans and implements departmental policies and programs to conserve and enhance the fisheries resource in the intertidal zone where water and land meet, and in inland waters. The Inland Fisheries Program and the Aquaculture Program work to achieve these goals.

Inland Fisheries Program

Collects, assesses and distributes biological and environmental data on fish population, habitat, catch-effort, water quality and other related factors; operates two trout hatcheries producing one million fingerling and yearling trout for the department's lake and stream enhancement programs; and promotes public awareness by preparing and distributing educational packages for schools, resource information for the general public and by providing the Adopt-A-Stream program for specific interest groups.

Aquaculture Program

Administers aquaculture licences and leases; provides extension services and technical advice to the private sector; produces and sells juvenile shellfish and finfish to aquaculture operations until private hatcheries can supply the need; and carries out research and development.

Marine Resources Division

424-4560
Represents provincial interests on federal resource management committees and as part of Canada's delegations at international negotiations; undertakes biological research in areas of specific provincial interest; and acts in the interest of the Nova Scotia fishery on offshore oil and gas and ocean mining committees.

Training and Field Services Division

424-4560

Training Services focuses on ensuring the availability of an adequate supply of skilled manpower to meet the current and future labour needs of our fishing industry by providing training programs at the Nova Scotia School of Fisheries in Pictou and shorter extension programs in fishing communities throughout the province. Courses are offered in navigation, engineering, fishing gear technology, safety, business practices, quality control and aquaculture. Some fisheries training is supported by Canada Employment and Immigration, which is also responsible for course registration. Course schedules are available through the department's fisheries representatives and local Canada Employment centres.

For details, contact the Nova Scotia School of Fisheries, P.O. Box 700, Pictou, N.S., BOK 1HO, 485-4525.

The Field Services Program employs fishery representatives to: inform fishermen, plant owners and others about departmental programs; inform departmental staff of industry developments; act as field representatives for many of the department's programs; and provide assistance to resolve local fisheries issues.

Fisheries Loan Board

424-4560

The Fisheries Loan Board provides and administers loans and loan guarantees for the fishing industry through the Fisheries Development Fund. The purpose of these loans is to encourage: the orderly replacement and upgrading of the fishing fleet, particularly in the inshore and nearshore sectors; the development of fisheries for underutilized or non-traditional species; and the orderly development of aquaculture in the province.

Loan funding is subject to annual budget considerations.

As an alternative form of support by the Fisheries Loan Board, particularly relating to the replacement of offshore vessels, loans made by approved lending institutions to approved borrowers may be provided with a partial guarantee as a commitment from the Fisheries Development Fund.

Nova Scotia Government Employees Union

Suite 509, 6080 Young Street
Halifax, N.S.
B3K 5L2

Telephone: 424-4063
Fax: 455-2749

The Nova Scotia Government Employees Union (NSGEU) is the recognized bargaining agent for nearly 10,000 government employees throughout the province.

The NSGEU serves its members through negotiations, research, employee relations, membership records, accounting and secretarial functions. Organizational policy is set at biennial conventions and administered through elected representatives under the direction of an executive which includes a full-time president.

The membership is divided into geographic or work-related branches which usually meet monthly. Volunteer committees actively promote member participation in such areas as labour education and social and recreational activities. The union publishes news bulletins and newsletters and takes an active interest in labour and social concerns.

Nova Scotia Government Purchasing Agency

P.O. Box 787
Halifax, N.S.
B3J 2V2
45 Alderney Drive
Queen Street, 10th Floor
Dartmoth, N.S.

Telephone: 424-5520/5521
Fax: 463-5732

The Nova Scotia Government Purchasing Agency is an independently operated branch of the public service of Nova Scotia, reporting directly to the minister responsible for the administration of the Government Purchases Act.

The agency acquires by purchase, lease, rental or other manner, all supplies, materials and equipment required by all departments, agencies, commissions, etc. of government for their operations and the maintenance of their programs. It also ensures that all procurements of materials are undertaken in accordance with the Government Purchases Act and subsequent regulations and are in the economic interest of Nova Scotians.

Government Services

1505 Barrington Street
Maritime Centre
P.O. Box 54
Halifax, N.S.
B3J 2L4

Telephone: 424-2700
Fax: 424-0500

The department provides a broad range of common services to all government departments, agencies, boards, commissions and Crown corporations, as well as to the legislature. Its services range from buildings to brochures, from computer to construction services. Among its duties, the department acts as the government's landlord, provides publishing and postal services, operates a government-wide insurance program and the Provincial Data Centre.

Responsibilities are carried out through four sections: Design and Construction, Finance and Administration, Property and Operations, and Systems and Computer Services.

Design and Construction Services

424-2702
Provides the architectural and construction management services for all government buildings. As well, the architectural conception, evaluation and design of construction projects are handled by staff or through the private sector under staff supervision. This section also provides the engineering and technical resources for the design, construction, operation and maintenance of all government-owned buildings.

Along with supervising the developmental phases of all building projects, this section supervises tender calls for all aspects of contract administration.

Finance and Administration

424-2701
Provides financial, administrative and personnel support services for the department.

Property and Operations

424-2809
Acquires and manages all government owned and rented properties under the direction of the Space Utilization Committee. It acquires real property for departments; provides postal services; operates a records storage and retrieval centre; and administers the government-wide insurance program.

It also provides custodial services, elevator maintenance, refuse and snow removal and other first-line maintenance duties, along with day-to-day preventative and corrective maintenance.

Publishing and Creative Services handles the government's information needs. This section produces a wide variety of creative information products for public and internal use. Services provided include: creative design, writing/editing, typesetting, publishing, printing and custom displays and exhibits.

The Queen's Printer provides printing and binding services for all government departments, either directly or through the private sector.

Systems and Computer Services

424-3000
Provides the centralized delivery of data processing, micrographic and telecommunications services to government. Through its four sections, Computer Services, Client Services, Systems Development and Support, and Telecommunications, it develops all data processing systems and acquires the equipment and services needed to support these systems. It also operates the Provincial Data Centre, Micrographics Centre and the Data Communications Network.

Health and Fitness

Joseph Howe Building
1690 Hollis Street
P.O. Box 488
Halifax, N.S.
B3J 2R8

Telephone: 424-4310
Fax: 424-0506

The Department of Health and Fitness administers Nova Scotia's Hospital Insurance Program through the Health Services and Insurance Commission. It also maintains environmental health, community health and vital statistics services and provides province-wide fitness, nutrition and dental programs, including an insured children's dental care program.

The department is also responsible for the Seniors' Pharmacare Program, an insured prescription drug program for Nova Scotians aged 65 and over.

Health Care Institutions

424-5700
Regional directors liaise between general hospitals and the Department of Health and Fitness. Department consultants advise on such areas as nursing, dietetics, radiology, purchasing, pharmacy, laboratories and construction.

Health Engineering

424-4300
Public health engineers and environmental health officers conduct programs to protect the public from health hazards associated with environmental exposures and provide expert advice to municipalities, government departments and the public. The team,

which includes radiation health officers, works closely with other community health services personnel throughout the province.

Community Health Services

424-4434

The Community Health Services Division provides public health services through various health units throughout the province. It administers community nursing, nutrition and dental services programs, inspection and consulting services, and fitness and health promotion. The fitness and health promotion services concentrate on developing community leadership with respect to lifestyle practices and fitness activities which, with moderate adjustments, can have a beneficial impact on the individual's health, self-esteem, and overall attitude.

The lifestyle practices targeted include smoking, nutrition, inclinations towards sedentary pursuits, etc. Lifestyle educators in each health unit cooperate and coordinate with communities and community organizations, including a province-wide voluntary association of health and fitness leaders, to generate activities and instruction appropriate to each community. The following is a list of health units throughout the province:

Atlantic Health Unit
1600 Bedford Highway
Bedford, N.S.
B4A IE8
424-8100

Cape Breton Health Unit
15 Dorchester Street
Sydney, N.S.
BIP 5YO
563-2400

Cobequid Health Unit
4 Young Street
P.O. Box 295
Truro, N.S.
B2N 5Cl
895-532l

Fundy Health Unit
20 Gerrish Place
Windsor, N.S.
BON 2TO
798-2264

Lunenburg-Queens Health Unit
99 High Street
Bridgewater, N.S.
B4V IV8
543-4685

Northumberland Health Unit
c/o MacDonald School
Ross Road
Pictou, N.S.
BOK IHO
485-4388

Western Health Unit
60 Vancouver Street
Yarmouth, N.S.
B5A 4B3
742-7141

Psychiatric Mental Health

424-4232
This division administers psychiatric hospitals and mental health units on behalf of the department. It provides consulting services and advice on psychiatric matters to other departments, general hospitals and voluntary agencies.

Registration and Vital Statistics

P.O. Box 157
Halifax, N.S.
B3J 2M9
424-4381
The Registration and Vital Statistics Division maintains data on births, marriages and deaths and administers the various statutes pertaining to them. Certificates are issued over-the-counter in Halifax or by mail. Deputy registrars are appointed by the Lieutenant-Governor and provide local services on a fee-for-service basis.

Financial

424-5948
This division provides consulting services to institutions as well as budget and accounting services to the department. Branches look after out-of-province claims and third party liability. For information on out-of-province claims, phone 424-7538.

Information Systems and Research

424-8907
Collects data and provides statistical services to all divisions of the department. It maintains a health manpower office and a comprehensive management information system. It carries out program evaluation studies for the department and coordinates the acquisition and use of computers in hospitals.

Health Services Insurance Commission

2nd Floor, Joseph Howe Building
1690 Hollis St.
P.O. Box 760
Halifax, N.S.
B3J 2V2
424-7733

The Health Services Insurance Commission is responsible for a number of programs that provide a wide range of health services insurance to Nova Scotians.

Programs cover: physicians' services; vision analyses by optometrists; prescription drugs for seniors; dental services for children under 16, students registered with the School for the Blind, patients with cleft lip/palate and (in hospital) for patients with severe mental retardation; all drugs and equipment prescribed for cystic fibrosis patients by a physician; drugs for patients suffering from diabetes insipidus and for cancer patients; and prostheses for eyes, arms and legs.

These programs are operated for the commission by Maritime Medical Care, Inc. All programs are insured but require registration with Maritime Medical Care. Most residents of the province are eligible for coverage.

The commission also establishes the tariffs which are paid for insured services under all programs. The jurisdiction of the commission extends over all physicians who participate in MSI.

Medical Services Insurance (MSI)

P.O. Box 500
Halifax, N.S.
B3J 2S1
465-9700
1-429-8880 (toll free)

The physicians' services program, known as Medical Services Insurance (MSI), covers a wide range of medically-required services both inside and outside Nova Scotia. The prescription drug program, Pharmacare, covers all drugs which by law require a prescription from a physician, plus a specified list of over-the-counter preparations. Dental services plans insure a broad range of necessary procedures.

Nova Scotia Commission on Drug Dependency

Lord Nelson Building
6th Floor
5675 Spring Garden Road
Halifax, N.S.
B3J 1H1
Telephone: 424-4270
Fax: 424-0550

The Nova Scotia Commission on Drug Dependency initiates and carries out programs to help people suffering from alcohol and other drug dependencies and from related illnesses. The commission focuses on four areas:

Prevention and Community Education—offering education and prevention programs.

Treatment and Rehabilitation—providing regional treatment and rehabilitation services.

Employee Assistance—bringing the commission and its efforts to the attention of the business community and helping industry develop its own drug dependency policies.

Documentation, Evaluation and Research—maintaining a data collection and retrieval system to support commission treatment programs.

Nova Scotia Advisory Commission on AIDS

6th Floor, Dennis Building
1740 Granville Street
Halifax, N.S.
B3J lX5
424-5730
The Advisory Commission on AIDS advises government with respect to programs associated with the disease and to education for school-age children, young adults, the workplace and those whose occupations may put them at risk. The commission also establishes and maintains contacts with other groups which have a direct and active interest in AIDS in order to gather and assess information pertinent to its terms of reference.

Housing

Royal Bank Building
Box 815, 46 Portland Street
Dartmouth, N.S.
B2Y 3Z3

Telephone: 424-4483
Fax: 424-5327

The Department of Housing assists eligible Nova Scotians obtain basic, adequate and affordable housing by developing and implementing programs and special housing initiatives. Special emphasis is placed on finding shelter for low income households, the aged in need and other disadvantaged people.

The department administers the following programs:

Access-A-Home (AAH)
Provides homeowners with grants for structural modifications to make their home more accessible for residents who are confined to a wheelchair because of a long-term disability.

***Apartment Creation Program**
Mortgage funds are available to increase the number of households accommodated in existing buildings in urban areas through renovation or expansion.

***Family Modest Housing Program**
Provides lower income families with mortgage funds for the construction or purchase of modest housing or for renovating existing owner occupied homes.

Land Servicing/Lot Sales Program
Provides serviced lots throughout Nova Scotia. Individuals or contractors may purchase lots. Block lands are also available for purchase by commercial and institutional developers.

Parent Apartment Program
Provides homeowners with mortgage funds to assist in creating an apartment within their principal residence for related senior(s).

Private Non-Profit Housing Program
Assists private non-profit groups to undertake new construction or conversion projects for low income people to rent. On-site care and support services may be included.

Provincial Housing Emergency Repair (PHERP)
Provides low income homeowners with grants to repair health and safety items in their principal residence.

Public Non-Profit Housing - Family Units
Provides suitable rental accommodation to low income families who cannot obtain adequate housing. The capital cost of construction is financed by the provincial government. Day-to-day management is by the municipal or regional housing authority. Operating losses are shared by the federal government, the province and the municipality. Rents are geared to income.

Public Non-Profit Housing - Senior Citizens
Provides rental accommodation for senior citizens over 58 years of age. The capital cost of construction is financed by the provincial government. Interim financing is 100 per cent provincial and long term financing is by a 100 per cent NHA insured loan. Day-to-day management is by the municipal or regional housing authority. Operating losses are shared by the federal, provincial and municipal governments. Rents are geared to income.

Public Non-Profit Housing - Special Care
Provides accommodation for persons with physical or mental infirmities. A public non-profit group represents the relevant municipality. A subsidy in the form of an interest write down is shared by the federal government and the province. The municipality and the Department of Community Services may also share in covering the deficit on the care portion.

Rent Supplement Program
This federal/provincial program makes rental accommodation available for families, with tenants paying rent according to income. The government pays the landlord or the housing cooperative the difference between this and the agreed upon market rent.

Second Mortgage Program
Provides first time homeowners with second mortgage funds from the private sector for the construction or purchase of a modest home or the purchase of a condominium.

Senior Citizens Assistance Program (SCAP)
Provides senior citizens (65 and over) with forgivable loans for repairs or renovations of their principal residence.

Small Loans Assistance Programs (SLAP)
Provides low income homeowners with mortgage assistance for repair and renovation of their principal residence.

*under review.

REGIONAL OFFICES

Cape Breton Regional Office—serves Cape Breton, Inverness, Richmond and Victoria counties.
Provincial Building
Prince Street
P.O. Box 1267
Sydney, N.S.
BIP 6J9
563-2120
1-563-2135 (toll free)

Port Hawkesbury Field Office—serves Port Hood, Louisdale and River Denys.
Provincial Building
P.O. Box 149
Port Hawkesbury, N.S.
BOE 2VO
625-0650

Baille Ard Sales Office—serves Baille Ard Land Assembly.
661 Cottage Road
Sydney, N.S.
BIP 6W6
563-2136

Central Regional Office—serves Antigonish, Colchester, Cumberland, Guysborough and Pictou counties.
176 Archimedes Street
P.O. Box 481
New Glasgow, N.S.
B2H 5E5
755-5065
1-752-0101 (toll free)

Amherst District Office—serves Cumberland County.
144 East Victoria Street
P.O. Box 486
Amherst, N.S.
B4H 4Al
667-1161

Metro Regional Office—serves Halifax and Hants counties.
Bedford Towers
P.O. Box 280
Bedford, N.S.
B4A 2X2
835-9995
1-835-7438/7439 (toll free)

Millwood Village Sales Office—serves Millwood Village Land Assembly Office and Sackville Lakes Land Assembly.
1129 Sackville Drive
Sackville, N.S.
B4E 2E2
864-3232

Western Regional Office—serves Annapolis, Digby, Kings, Lunenburg, Shelburne, Queens and Yarmouth counties.
166 Commercial Street
P.O. Box 1000
Middleton, N.S.
BOS lPO
825-3481
1-825-3483 (toll free)

Liverpool District Office—serves Lunenburg, Shelburne and Queens counties.
267 Main Street
P.O. Box 1660
Liverpool, N.S.
BOT lKO
354-2116
1-354-2294 (toll free)

Human Rights Commission

Lord Nelson Arcade, 7th Floor
P.O. Box 2221
Halifax, N.S.
B3J 3C4

Telephone: 424-4111 T.D.D./voice
Fax: 425-3026

The Human Rights Commission administers and enforces the Nova Scotia Human Rights Act. The act prohibits discrimination against people because of their race, religion, creed, colour, ethnic or national origin, sex, physical or mental disability in the areas of: employment; accommodation; services and facilities; housing occupancy; sale of property; membership in employee organizations or professional, business or trade associations; and membership in volunteer organizations performing a public service.

In addition, the act prohibits discrimination against people because of their marital status or because of their age (40 and over) in employment. It also prohibits discrimination against people in rental housing because of their source of income (social assistance, disability pension, mothers' allowance, etc.).

The commission is also involved in public education programs, research in human rights and related areas, cooperative programs in human rights with private and government bodies and affirmative action programs.

Regional Offices

Cape Breton
Provincial Building
Prince Street
Sydney, N.S.
BIP 5Ll
563-2140

Western Region
Basin Place
68 Water Street
P.O. Box 1029
Digby, N.S.
BOV lAO
245-4791

Northeastern Region
176 Archimedes Street
P.O. Box 728
New Glasgow, N.S.
B2H 2P8
752-3086

Central
Bank of Montreal Building
35 Commercial Street
Suite 300
Truro, N.S.
B2N 3H8
893-5905
(Open part-time.)

Industry, Trade and Technology

1800 Argyle Street
P.O. Box 519
Halifax, N. S.
B3J 2R7

Telephone: 424-8920
Fax: 424-5739

The Department of Industry, Trade and Technology aims to foster economic growth in Nova Scotia. The department expands existing enterprises and establishes new ones; improves the competitiveness of Nova Scotia enterprises by increasing their export trade; fosters a positive image of Nova Scotia as a place to invest, work and live; emphasizes technology as the basis for future development; secures maximum benefit from federal-provincial economic development initiatives; and develops an infrastructure throughout the province to foster economic growth.

The department, which serves as a central agency with respect to economic planning, has three divisions: Economic Planning and Technology; Industrial Development; and Finance and Administration. The Council of Applied Science and Technology, the Trade Development Authority, the Business Capital Corporation and the Voluntary Planning Board also report to government through the minister of Industry, Trade and Technology.

Economic Planning and Technology

424-6624
This division designs development strategies, policies and programs for Nova Scotia. It negotiates development agreements with the federal government, evaluates programs, carries out project feasibility and economic impact studies and facilitates the adoption of technology.

The *Policy and Program Branch* identifies and develops economic development strategies, policies and programs, including federal-provincial subsidiary agreements, to enable the province to respond to changing economic conditions.

The *Economic Analysis Branch* assesses the economic performance and outlook of the province and analyses industrial and economic opportunities and developments. This service is provided to other departments and agencies and, in some cases, to private industry.

Statistics and Research provides statistical information to government, the business community and the public.

The *Technology and Industrial Innovation Branch* introduces technology to existing companies and links new technology-based companies with research and development institutions. As well as providing advice and financial assistance, this branch delivers and administers various programs under the Federal/Provincial Technology Transfer and Industrial Innovation Agreement. The *Small Business Technology Centre* and the *Technology Transfer Office* are part of this branch.

Industrial Development

424-8958

The Industrial Development Division attracts new investment to Nova Scotia through the Industrial Promotion Branch; maximizes the benefits to Nova Scotia industry from large scale projects through the Industrial Benefits Office; and develops export opportunities for Nova Scotia industries through the Trade Development Centre.

The *Industrial Benefits Office* monitors domestic and foreign plans for major capital expenditures in Nova Scotia and identifies business opportunities for Nova Scotia companies. Supplier Development Initiatives provide increased information on government procurement requirements, organize product shows for public sector buyers and respond to individual requests from industry to help secure purchasing contracts.

The *Industrial Promotion Branch* identifies and solicits business investment opportunities in manufacturing and service sector operations both domestically and internationally. It analyses possible business opportunities for Nova Scotia and promotes the province through seminars, industrial promotion shows and worldwide contacts.

The *Trade Development Centre* plans, organizes and implements programs and services to assist Nova Scotia firms increase product sales nationally and internationally. The *Business Futures Program* helps companies capitalize on opportunities by providing funds for projects that demonstrate a potential for increased marketing, exports and job creation. Under this program, grants are provided to assist with trade planning, promotion, expansion and opportunity; product development; and industrial adjustment.

Finance and Administration

424-8085

The Finance and Administration Division handles the financial, administrative, research and personnel functions of the department.

The *Financial Services Branch* administers the Municipal Machinery & Equipment Tax Rebate Program, as well as the financial management systems of the department.

The *Project Analysis Branch* assists industry and government agencies and departments with industry related concerns by providing professional consulting services and by monitoring Nova Scotia benefits.

The *Technical Services Branch* gives technical assistance and advice to both government and private industry. It is responsible for effectively planning and implementing various infrastructure projects which stimulate economic development.

Nova Scotia's Agent General's Office, U.K., reports to the division for administrative purposes. It encourages investment, develops markets and promotes Nova Scotia in the United Kingdom, Europe and Middle East.

Divisional staff are also involved in the implementation of a number of federal/provincial subsidiary agreements.

Council of Applied Science and Technology

424-7373
The council stimulates the application of science and technology and the use of Nova Scotia science and technology assets in support of economic development. The council also advises government on science and technology policies and programs and promotes the importance of science and technology to economic development.

The Trade Development Authority

424-5448
The authority recommends a comprehensive development strategy to assist businesses in developing and exploiting new markets and strengthening existing markets. It coordinates the marketing activities of departments, boards, commissions and agencies of the province.

The Nova Scotia Business Capital Corporation

Telephone: 424-6800
Fax: 424-6823
Telex: 019-22517
This provincial Crown corporation encourages and promotes business development and employment opportunities.
Proposals for assistance must meet one of the following criteria:

- Requests for financial assistance must be greater than $3 million regardless of fixed assets of company and project size;
- Requests for financial assistance of $3 million or less when fixed assets of the company, combined with the project size, are greater than $5 million.

All sectors of the economy are eligible, including agriculture, forestry, fisheries, mining, manufacturing, service and tourism.

Financial assistance is available through grants, loans, loan guarantees, the purchase or guarantee of bonds, debentures notes or other debt obligations and the purchase or acquisition of any common or preferred shares and other equity securities.

Financial assistance may be provided to purchase and improve land; to construct, expand, renovate, purchase or lease new or existing buildings and other structures; to construct, purchase or lease machinery, equipment, furnishings and fixed and other assets; to assist in the construction, acquisition, development or operation of hotels, motels, tourist homes, cottages and cabins, tourist resorts, camping and trailer parks, marinas, restaurants, gift shops and other tourist facilities and attractions which, in the opinion of the board of directors, promote and develop tourism; and working capital in exceptional circumstances.

Voluntary Planning Board

Telephone: 424-5682
Fax: 424-0515

Voluntary planning involves the private sector in government planning for development. A 40-member board guides the work of approximately 650 volunteers representing 250 constituent organizations.

Voluntary Planning is the only organization of its kind in the world. It provides a vehicle through which the private, non-government sector of Nova Scotia can contribute to the process of sustainable development.

Through a structure of standing committees representing sectors of the economy, Voluntary Planning advises government on the issues of the day and promotes sound planning for development.

Nova Scotia Information Service

One Government Place
1700 Granville Street
Halifax, N.S.
B3J 2R7

Telephone: 424-7349
Fax: 425-3026

Nova Scotia Information Service is comprised of four divisions: Communications and Public Enquiries; Advertising; Visual Communication; and the Nova Scotia Government Bookstore.

Collectively these divisions supplement a broad range of communications and information services provided by provincial government departments, agencies, commissions and Crown corporations.

Communications and Public Enquiries

This division has three sections: Media Services, Media Monitoring and Public Enquiries.

Media Services

424-5714
This section provides writing and editing services for departments and agencies. News releases are edited and/or written for distribution to provincial news media via an electronic mail service, mail or fax. This section also assists with press conferences and makes audio cuts available to radio stations upon request. Media Services also provides a customized client service for government and public requests for press releases.

Public Enquiries

1-424-5200 (toll free)
This section responds to general enquiries on provincial government programs and services by way of a provincial toll-free telephone service. Public Enquiries also responds to written enquiries and updates several government and non-government directories.

Media Monitoring

424-2698/2995
This section surveys provincial news media for articles or broadcasts relevant to government policy, programs and services. A weekly print media digest and a daily broadcast media digest is provided to subscribing departments.

Advertising

424-2975
Advertising manages and coordinates advertising requests from government departments and agencies. This includes preparing media cost proposals and producing and arranging the placement of advertisements with the media.

Visual Communications

424-4066
This section provides photographic, film, video and audio/visual services to government departments and agencies for information, training and news purposes.

Nova Scotia Government Bookstore

1-424-7580 (toll free)
The Government Bookstore operates a retail and mail order service and has available a wide variety of government reports, maps and publications as well as a variety of Nova Scotia related publications. Topographical maps and lithographs are also available through the bookstore.

Labour

P.O. Box 697
5151 Terminal Road
Halifax, N.S.
B3J 2T8

Telephone: 424-4125
Fax: 424-3239

The responsibilities of the Department of Labour fall into five broad categories: Industrial Relations, Occupational Health and Safety, Labour Standards, Research and Fire Prevention, which falls under the Office of the Fire Marshal. The Workers Compensation Board, Workers Compensation Appeal Board, Minimum Wage Board, Labour Relations Board and Pay Equity Commission also report to the labour minister.

Occupational Health and Safety Division

424-4328
1-424-8603 (toll free)
This division administers the Occupational Health and Safety Act and develops new strategies, regulations, guidelines, codes and hazard alerts to help prevent occupational related injuries and illnesses. As well, this division initiates and maintains a comprehensive education program to help prevent occupational diseases and injury.

Occupational Safety

424-4941
This section administers acts and regulations dealing with steam boilers, pressure vessels, refrigeration plants, welding procedures, industrial establishments, elevators and lifts, construction projects and amusement devices. It also administers the Stationary Engineers Act and Regulations which control the

certification of all power plants and stationary engineers in Nova Scotia. It administers the Occupational Health and Safety Act, providing inspection service for various legislation and regulations flowing from it.

It applies regulations and safety codes in order to maintain safe conditions related to equipment, work and installation of certain types of mechanical equipment.

Mine Safety Inspection and Mine Rescue

424-8605

This section is responsible for the health and safety of employees in the mining industry. Routine mine inspections are conducted in all mines and quarries within the province except those mines operated by the Cape Breton Development Corporation (CBDC) where only mine rescue is inspected.

Training Section

424-5402

This section is responsible for all aspects of training of Nova Scotia employers and workers who fall under the Occupational Health and Safety Act.

Accident prevention officers meet with employers and workers throughout the province to provide an accident prevention service and conduct training programs in a wide variety of areas.

This section also works with administrative personnel, instructors and students in Nova Scotia's Community College system and other schools in the academic system.

Occupational Health

424-5400

This section promotes awareness of potential and actual hazards in the work environment with special emphasis placed on control and prevention. Staff participate in education training programs across the province and provide advice on occupational health matters to industry, labour, other government departments and individuals.

Research

424-4313
The Research Division develops labour information and provides specialized studies and forecasts to be used in forming legislation, programs and administrative policies.

Industrial Relations

424-4156
The Trade Union Act establishes the right of employees to organize and sets out the procedure for orderly collective bargaining.

Labour Relations Board

Telephone: 424-6730
Fax: 424-3239
The Labour Relations Board and its Construction Industry Panel were established under the authority of the Trade Union Act to deal with applications for certification by trade unions to act as bargaining agents, unfair labour practices, voluntary recognition, the determination of successor rights and jurisdictional assignments. Board decisions are made by a chairman or vice-chairman sitting with two members representing management and two labour representatives. The panel is composed of a chairman or vice-chairman, one management representative and one labour representative.

Labour Standards

424-4311
The Labour Standards Division investigates specific employment related inquiries and complaints to ensure compliance with Nova Scotia's Labour Standards Code. The division also advises on how the Labour Standards Code should be applied in certain situations.

The Labour Standards Code governs such matters as: minimum wage; employment of underage persons; and employers' requirements respecting employees' rights.

Any decisions rendered by the Labour Standards Division may be appealed to the Labour Standards Tribunal of Nova Scotia.

Office of the Fire Marshal

Telephone: 424-5721
Fax: 424-3239

The Fire Marshal's Office promotes fire safety and prevention and inspects buildings for fire safety standards. It inspects building plans for approval as required and assists architects, designers and the general public with inquiries about building and fire codes.

The office also provides training assistance to the Nova Scotia Firefighters School and investigates fires when requested by local authorities.

Workers Compensation Board

5668 South Street
P.O. Box 1150
Halifax, N.S.
B3J 2Y2
Telephone: 424-8440
Fax: 424-0509

Sydney Medical Arts Bldg.
336 King's Road, Suite 117
Sydney, N.S.
BIS 1A9
563-2444

The Workers Compensation Board provides a mutual accident insurance program for employers and employees. Employees are insured against loss of income due to injury on the job and employers are protected against liability for injuries sustained by employees in the course of their work.

The board awards compensation for work-related injury and, in the case of death, may award benefits to surviving spouses, children and other dependents.

The board is divided into four main areas: Claims, Vocational Rehabilitation Services, Medical Services and Assessment and Collections.

Claims Department
424-8440
Registers, processes and adjudicates all injured employee claims.

Vocational Rehabilitation
424-8440
Helps injured workers get back to work. This includes support services to find new work, supplying equipment to enable a disabled worker to return to their former workplace or assistance in finding and applying for training programs to begin a new career.

Medical Services
424-8440
Medical services is the board's liaison with the medical profession. It arranges medical examinations and medical aid.

Assessment and Collection
424-8324
Deals with all subscribing employers, assessments, general accounting field audit functions and employer reporting procedures.

Workers Compensation Appeal Board

8th Floor
Lord Nelson Arcade
Spring Garden Road
P.O. Box 3311
Halifax, N.S.
B3J 3J1
424-4014
The Workers Compensation Appeal Board includes a chairman and four part-time board members geographically located throughout the province. The board hears appeals by employees turned down by the Compensation Board on medical grounds, etc. Appellants are represented by workers'

counsellors (lawyers) whose services are provided by the Department of Labour. The Appeal Board includes an executive officer who plans and organizes the hearings.

Minimum Wage Board

P.O. Box 697
Halifax, N.S.
B3J 2T8
Telephone: 424-4311
Fax: 424-3239

The Minimum Wage Board hears submissions from individuals and organizations on matters regarding the minimum wage. It conducts periodic reviews of minimum wages in Nova Scotia and provides minimum wage policy advice to the Governor-in-Council. The board is created and empowered under the provisions of the Labour Standards Code.

Pay Equity Commission

P.O. Box 697
5151 Terminal Road
Halifax, N.S.
B3J 2T8
Telephone: 424-8595
Fax: 424-3239

The Pay Equity Commission is responsible for the administration of the Pay Equity Act. Pay equity is intended to increase the pay of employees in job classes which are predominantly female and where it is determined that, by reason of sex discrimination, those employees are paid less than they should be. The factors to be utilized to evaluate jobs are skill, effort, responsibility and working conditions.

The commission includes a part-time chairperson and 10 part-time members. It employs a full-time staff, headed by an executive director, to ensure the effective implementation of the legislation.

Lands and Forests

1701 Hollis Street
7th Floor, Founders Square
P.O. Box 698
Halifax, N.S.
B3J 2T9

Telephone: 424-5935
Fax: 424-7735

The Department of Lands and Forests administers and manages Crown lands; implements forest management programs; operates forest tree nurseries; protects the forests from fire, insects and disease; develops and operates provincial parks; and protects and conserves wildlife and other resources.

The department also cooperates and assists other provincial and federal agencies with complementary and/or related programs.

The department has five branches: Administration, Policy and Program Development, Forestry, Operations and Land Services. The Commissioner of Forest Enhancement, the Nova Scotia Primary Forest Products Marketing Board and forestry and wildlife advisory councils also report to the minister of Lands and Forests.

Administration

424-6694
Responsible for financial management, personnel administration, management information systems, air services and office space. It also implements administrative policies and procedures on behalf of the deputy minister and minister.

Policy and Program Development

424-4103
Develops, evaluates and recommends policy and program alternatives in forestry, wildlife, parks and recreation, and forest

industry development; develops proposals for and coordinates and monitors projects under federal/provincial agreements; and implements an extension services program.

The branch is also responsible for operating three wildlife parks at Shubenacadie, Upper Clements and Two Rivers.

Forestry

424-3949

Responsible for forest protection, forest planning, forest nurseries and forest research programs.

It operates forest tree nurseries at Lawrencetown, Strathlorne and Middle Musquodoboit, and a tree breeding centre at Debert.

It also operates the Provincial Fire Centre, Nova Scotia Government Integrated Mobile Radio System and departmental support services at Shubenacadie.

Operations

424-5826

Responsible for managing Crown lands, forest fire detection and suppression, hunter safety and game law enforcement, operating provincial parks, protecting beaches and related activities in the field, and implementing private land assistance programs.

Financial Assistance Programs

Financial assistance programs are available to support forest management practices on private forest land. The level and extent of financial assistance depends on the size of forest land holdings. A management plan may be prepared describing required silviculture or service work for small lots. Silviculture assistance may include site preparation, planting, spacing, thinning, shelterwood harvesting, maple sugar or Christmas tree cultivation. Services may include road and bridge construction and boundary line surveys.

*This program has been funded since 1982 under the Canada/Nova Scotia Forest Resource Development Agreement which expired March 31, 1989. It is anticipated that arrangements will be established to continue a similar program.

Land Services

424-5481
Acquires and disposes of Crown land and is responsible for maintaining associated records, surveying, monumenting and mapping Crown lands.

It is also responsible for the Provincial Crown Lands Record Centre which provides a centralized information service on all government owned lands.

Nova Scotia Primary Forest Products Marketing Board

Suite 470
Metropolitan Place
99 Wyse Road
Dartmouth, N.S.
B3A 1L9
424-7598

The purpose of this board is to stimulate, increase and improve the marketing of primary forest products.

Commissioner of Forest Enhancement

P.O. Box 1830
Sun Alliance Bldg.
Suite 201
640 Prince St.
Truro, N.S.
B2N 5Z5
Telephone: 893-7242
Fax: 893-4142

The Commissioner of Forest Enhancement coordinates the activities of the Advisory Council to the minister of Lands and Forests appointed under the Forest Enhancement Act. The commissioner facilitates, monitors and reports on the implementation and effectiveness of forestry management programs in Nova Scotia and reports annually to the Governor-in-Council through the minister of Lands and Forests.

Forestry Advisory Council

Box 1830
Truro, N.S.
B2N 5Z5
893-7242
Advises the minister on matters related to forestry.

Wildlife Advisory Council

P.O. Box 698
Halifax, N.S.
B3J 2T9
424-4121
Advises the minister on wildlife matters.

Office and Depot Locations

Halifax (Head Office)
1701 Hollis Street
7th Floor
Halifax, N.S. B3J 2T9
424-5935

Provincial Crown Lands Record Centre
Suite 100, Torrington Place
780 Windmill Road
Dartmouth, N.S.
P.O. Box 2345
Halifax, N.S. B3J 3C8
424-8682

Baddeck Depot
Baddeck, N.S.
295-2300

Bible Hill
626 College Road
Bible Hill
Colchester Co., N.S.
B2N 2R2
895-6325

Antigonish
Provincial Building
11 James Street
Antigonish, N.S. B2G 1R6
863-4513

Antigonish Depot
Antigonish, N.S.
863-1502

Aspen (Sherbrooke)
R.R. 2, Aspen
Guys. Co., N.S. BOH lEO
522-2024

Baddeck
Provincial Building
P.O. Box 610
Baddeck
Victoria Co., N.S. BOE lBO
295-2554

Dartmouth
(Surveys, Land Acquisition
and Crown Land Records)
Torrington Place
780 Windmill Road
Dartmouth, N.S. B3B IT3
Surveys: 424-3145
Land Acquisition: 424-4267
Land Records: 424-8680

Bridgewater
99 High Street
Provincial Building
Lunenburg Co., N.S. B4V 1V8
543-8167

Chester Grant Depot
Chester Grant, N.S.
275-3574

Churchover Depot
Shelburne, N.S.
875-2501

Coxheath
R.R. 6, Sydney
Cape Breton Co., N.S.
BIP 6T2
564-6389

Kentville
Operations
Provincial Building
136 Exhibition St.
Kentville
Kings Co., N.S. B4N 4E5
678-8907

Wildlife
Provincial Building
P.O. Box 516
Kentville
Kings Co., N.S. B4N 3X3
678-8921

Debert
Parks and Recreation
R.R. 1, Belmont
Colchester Co., N.S. BOM ICO
662-3030

Tree Breeding Centre
Box 190, Debert
Colchester Co., N.S. BOM ICO
662-3300

Digby
(Hillgrove)
P.O. Box 57
Barton, N.S. BOW IHO
245-2164

Guysborough
P.O. Box 50
Guysborough, N.S. BOH INO
533-3503

Milton
P.O. Box 190, Milton
Queens Co., N.S. B0T 1P0
354-3462

Musquodoboit Harbour
P.O. Box 190
Halifax Co., N.S.
BOJ 2LO
889-2332

Kemptville Depot
Yarmouth Co., N.S.
761-2227

Lawrencetown
Operations
P.O. Box 130
Lawrencetown
Annapolis Co., N.S. BOS IMO
584-2229

Provincial Forest Nursery
P.O. Box 219
Lawrencetown
Annapolis Co., N.S. B0S 1M0
584-2234

Lewis Lake Depot
R.R. 3, Armdale
Halifax County, N.S. B3L 4J3
Provincial Building
876-2308

Margaree Depot
North East Margaree
Inverness Co., N.S. BOE 2HO
248-2029

McGowan Lake Depot
Caledonia, N.S.
242-2550

North Riverside Depot
Guysborough, N.S.
533-3333

Oxford
P.O. Box 130
Cumberland Co., N.S. B0M 1P0
447-2115

Parrsboro
P.O. Box 428
Cumberland County, N.S.
BOM ISO
254-3241

Sheet Harbour
P.O. Box 118
Sheet Harbour
Halifax Co. N.S. BOJ 3BO
885-2377

St. Peter's
Provincial Building
Box 363, St. Peter's
Richmond Co., N.S. BOE 3BO
535-2032

Stanley Hangar
Scotch Village
Hants Co., N.S.
632-2410

McLellans Brook
Pictou County District Office
P.O. Box 457
New Glasgow, N.S. B2H 5E5
752-3181

Middle Musquodoboit
Operations
Box 112
Halifax Co., N.S. BON IXO
384-2290

Forest Nursery and Education Complex
Box 112, Middle
Musquodoboit
Halifax Co., N.S. BON IXO
384-2290

Shelburne
Churchover
P.O. Box 369
Shelburne Co., N.S. BOT IWO
875-2501

Shubenacadie
Forest Protection
P.O. Box 130
Shubenacadie
Hants Co., N.S. BON 2HO
758-2232

Hants E. District Office
P.O. Box 130
Shubenacadie
Hants Co., N.S. BON 2HO
758-2232

Strathlorne Forest Nursery
P.O. Box 489
Inverness
Inverness Co., N.S. BOE 1NO
258-2626

Truro
P.O. Box 68
523 Prince Street
Colchester Co., N.S. B2N 5B8
893-5660

Tusket (Surveys)
P.O. Box 171
Tusket
Yarmouth Co., N.S.
648-2216

Wile's Lake Depot
Bridgewater, N.S.
543-2394

Windsor
P.O. Box 190
Windsor
Hants Co., N.S. BON 2TO
798-2016

Yarmouth
Provincial Building
10 Starr's Road
Yarmouth, N.S. B5A 2T1
742-7846

Air Services
P.O. Box 130
Shubenacadie
Hants Co., N.S. BON 2HO
758-3438

Prov. Wildlife Park
Shubenacadie
Hants Co., N.S. BON 2HO
758-2040

Two Rivers Wildlife Pk.
P.O. Box 168
Marion Bridge, N.S.
BOW 3MO
727-2483

Upper Clements Wildlife Pk.
P.O. Box 48
Clementsport, N.S.
BOS 1E0
532-5924

Waverley
Box 23, Site 2
R.R. 1, Waverley
Halifax Co., N.S. BON 2SO
861-2560

Whycocomagh
P.O. Box 130
Whycocomagh
Inverness Co.,N.S. BOE 3MO
756-2339

Liquor Commission

93 Chain Lake Drive
Bayers Lake Industrial Park
P.O. Box 8720
Station A
Halifax, N.S.
B3K 5M4

Telephone: 454-5841
Fax: 453-1153

In association with the Nova Scotia Liquor License Board, the Nova Scotia Liquor Commission is responsible for the administration of the Liquor Control Act. The commission is directly responsible for the management and operation of liquor retail stores throughout the province and exclusively controls the distribution of wine, beer, spirits and related products.

Liquor License Board

Suite 401, 277 Pleasant Street
P.O. Box 857
Dartmouth, N.S.
B2Y 3Z5

Telephone: 469-6160
Fax: 465-6557

Licenses premises for the sale of liquor, holds public hearings in accordance with the Liquor Control Act and Regulations, monitors the sale of liquor in licensed premises through inspections, and disciplines licensees in accordance with the act and regulations.

Nova Scotia Lottery Commission

Metropolitan Place, Suite 930
99 Wyse Road
Box 545
Dartmouth, N.S.
B2Y 3Y8

Telephone: 424-4520

The Nova Scotia Lottery Commission administers, processes, monitors and controls all lottery licences issued in the province for bingos, games of chance, breakopen tickets, casinos and ticket draws. The commission also ensures that the integrity of lotteries is not compromised and the consumer is protected.

The commission provides public access to information pertaining to all aspects of gaming, and enforces the terms and conditions of licences, policies and regulations of the Nova Scotia Lottery Commission.

The commission cooperates with the Atlantic Lottery Corporation in the Atlantic Club Breakopen Program and is responsible for the transfer of revenue resulting from corporation ticket sales.

Bonus Commission Program

Provides sport, recreation, cultural and exhibition groups in the province with an opportunity to raise additional funds for their projects and programs. This program provides an additional bonus commission to approved groups for selling certain lottery game tickets.

Atlantic Club Tickets

This program was initiated in cooperation with the Atlantic Lottery Corporation to provide a mechanism for charitable groups to increase their fundraising options. Charitable and community oriented groups, once licensed by the Nova Scotia Lottery Commission, obtain the tickets from the Atlantic Lottery Corporation.

Management Board

1700 Granville Street, 2nd & 4th Floor
One Government Place
Halifax, N.S.
B3J 2Y3

Telephone: 424-7750

Management Board is accountable for the internal administration of the provincial government. It oversees the budgeting process, reviews departmental plans and priorities, monitors expenditures and evaluates new and existing programs. It is also responsible for developing and controlling administrative policy for the civil service. The board is divided into four main units: Budgeting, Operations, Special Projects and Electronic Data Processing Policy.

Budgeting

Plans, directs and produces annual estimates for the province. Staff also analyse and evaluate budget proposals and monitor fiscal performance and adherence to approved estimates.

Operations

Researches and analyses departmental submissions on fiscal and administrative issues.

Special Projects

Provides administrative direction and support to government departments through administrative policy documentation (management manuals), the provincial records management program and program evaluation.

Electronic Data Processing Policy

Responsible for the ongoing development of a government wide long-term Management Informations Systems Strategy, responsive to the planning and fiscal direction of government.

Mines and Energy

Founders Square
1701 Hollis Street
Halifax, N.S.
B3J 2X1

Telephone: 424-4161
Fax: 424-0528

Mines and Energy is responsible for developing the province's energy and mineral resources and attaining a secure and efficient energy balance for Nova Scotia.

To achieve these goals, the department promotes and facilitates exploration and development of Nova Scotia's energy and mineral resources. It regulates these activities to ensure optimum resource extraction and operates programs to improve the supply and use of energy within the province.

These activities are carried out through seven divisions: Energy Management, Economics and Statistics, Energy Resources, Mineral Resources, Mineral Development, Mining Engineering and Administration.

Energy Management

424-5019
Analyses and develops policies affecting energy supply; operates energy efficiency, fuel substitution and renewable energy programs; evaluates and demonstrates energy supply and demand technologies; and carries out activities to promote energy conservation, energy supply options, energy policies, and departmental plans and programs.

Information and Assistance Programs

EnerInfo—advises householders about energy and housing through a toll-free telephone line (1-424-5727).

Wood Energy Feasibility Analysis Assistance Progam—funding for large energy users who wish to determine the feasibility of wood energy (424-8057).

Provincial Energy Analysis Program—provides free, on-site computer-based energy analyses of public buildings and commercial and industrial facilities (424-8619).

Economics and Statistics

424-6755
Coordinates provincial energy planning activities; provides economic analysis and statistical and computer support services for the Energy Branch and develops policy advice on matters related to energy pricing, markets, transmission, resource procurement and availability.

Energy Resources

424-5933
Promotes exploration and development of Nova Scotia's energy resources.

Mineral Resources

424-4700
Develops information on the geology of Nova Scotia that facilitates the promotion, discovery and development of mineral resources.

Mineral Development

424-4162
Promotes and develops minerals within the province. It also administers the Registry of Mineral and Petroleum Titles, responsible for the licensing and leasing of mineral and petroleum rights within the province.

Mining Engineering

424-4049
Ensures that Nova Scotia mines are developed and operated according to current safety, environmental and resource extraction practices and regulations. It also helps assess Nova Scotia's mineral and energy resources by providing drilling services for the department.

Administration

424-4629
Provides financial, personnel and administrative support services for the department and collects provincial revenues from mineral resource activities.

Loans, Grants and Assistance Programs

Pre-retirement Leave Plan—a plan for older miners who leave coal mining because of closure, production slow-downs or medical disabilities, and who find it difficult to obtain alternative employment.

Independent Coal Mines Investment and Security Program—provides financial assistance to small, independent coal mines operating in areas that depend heavily on their continued operation.

Regional Office

Bridge Avenue
P.O. Box 999
Stellarton, N.S.
BOK lSO
752-8429

Municipal Affairs

1505 Barrington St., Maritime Centre
12th & 13th Floors
P.O. Box 216
Halifax, N.S.
B3J 2M4

Telephone: 424-4141
Fax: 424-0500

The Department of Municipal Affairs provides advice and assistance to municipal governments in Nova Scotia. It administers many of the provincial government's financial programs relating to municipalities, assists with planning, particularly at the regional level, and exercises general supervision of municipal affairs in the province.

The department is also responsible for real property assessment in Nova Scotia and produces annual assessment rolls which form the basis for municipal taxation.

The department is divided into four divisions: Assessment, Community Planning, Finance and Advisory Services and Policy Development and Research.

The Nova Scotia Municipal Finance Corporation and the Nova Scotia Municipal Board also report to the minister of Municipal Affairs. Several agencies including the Peggy's Cove Commission, the Louisbourg District Planning & Development Commission, Metropolitan Authority and Metropolitan and Area Planning Commission take their authority from legislation enacted by Municipal Affairs.

Assessment

424-5671

The Assessment Division's 15 regional offices work to bring all properties in the province to a uniform tax base. All 66 municipal units are assessed according to the same base year to ensure that all properties are treated equally, allowing the tax burden to fall uniformly. A province-wide reassessment brings all properties to a market value as of the base date determined by the provincial director.

Community Planning

424-4091

The Community Planning Division develops provincial land use policy and regulations under the provisions of the Planning Act. It also provides technical input in administering the Provincial Capital Assistance Program and advice and assistance to municipalities in developing cost-effective solutions to water supply and sewage disposal problems.

As well, it develops and maintains ongoing communications with municipalities by providing professional planning advice and assistance on: the planning process and the requirements of the Planning Act; general land use planning issues; development control matters; and the preparation and amendment of planning documents.

This division also administers the Building Code Act and regulations. It communicates and consults with municipal units and other provincial departments regarding final approval of planning documents and administers subdivision bylaws and regulations and the building code.

Finance and Advisory Services

424-5760

Finance and Advisory Services administers several acts, statutes and programs providing financial and administrative assistance to municipalities. It is also responsible for the overall administration of the department.

This division has six sections: Finance and Administration, Statistics and Systems, Municipal Training, Urban Transportation, Management Information Systems and Municipal Advisory Services.

The Finance and Administration Section administers those acts which provide operating and capital grants to municipalities.

The Administration Section is responsible for internal financial management and administering central functions such as payment of accounts, records management, inventory control and word processing.

The Statistics and Systems Section develops and coordinates accounting, auditing and reporting systems for municipalities based on standards of consistency and uniformity. Staff annually collect and compile financial and other statistical information from reports submitted by local governments. This information is used: to estimate and verify grant entitlements; to analyse the financial condition of municipalities; to research new proposals for provincial-municipal grant programs; and for the annual publication of the Municipal Statistics booklet.

The Municipal Training Section provides training programs for municipal employees. Courses are also provided for building inspectors, development officers, property technicians and tax collectors.

The Urban Information Transportation Section provides financial assistance to regional transit authorities.

The Management Information Systems Section coordinates and implements all electronic data processing projects of the department.

Municipal Advisory Services encompasses all aspects of municipal operations including advice and assistance to boards, commissions and agencies. This section reviews municipal operating and capital budgets and advises municipal units on matters pertaining to administration, financial management, auditing, accounting, reporting and capital financing.

Policy Development and Research

424-5901

The Policy Development and Research Division develops policies and programs aimed at solving municipal problems.

The division focuses on developing and analysing policy options related to municipal affairs for consideration or action by the department.

The division coordinates the publication of major statutes affecting municipal government that are administered by the department.

Regional Assessment Offices

Annapolis - Digby
P.O. Box 237,
Annapolis Royal, N.S. BOS lAO
(Basement, Municipal Building)
532-2374

Antigonish - Guysborough
42 West Street, Suite 116
Antigonish, N.S. B2G 2H5
863-1346/1347

P.O. Box 81
Guysborough, N.S. BOH lNO
533-2154

Cape Breton
Civic Centre, P.O. Box 1178
Sydney, N.S. BIP 6J9
563-2150

Colchester
201 Queen Street, P.O. Box 433
Truro, N.S. B2N 5C5
893-5800

Cumberland
50 Victoria Road East
P.O. Box 4
Amherst, N.S. B4H 3Y6
667-3397/3398

Dartmouth City
Ste. 1050, Metropolitan Place
99 Wyse Road
Dartmouth, N.S. B3A 1L9
424-5864

Halifax County
P.O. Box 300,
Armdale, N.S. B3L 4K3
424-7687

Halifax City
7th Floor, Royal Bank Building
6161 George Street
Halifax, N.S. B3J 3A5
424-5225

Hants
(Municipalities of Hants East and Hants West, towns of Windsor and Hantsport)
P.O. Box 188
Windsor, N.S. B0N 2T0
798-8337

P.O. Box 190
1st Floor, Municipal Building
Shubenacadie, N.S. B0N 1Y0
758-2290

Inverness-Richmond-Victoria
2nd Floor, Court House
P.O. Box 98
Port Hood, N.S. B0E 2W0
787-2288

2nd Floor, Court House
P.O. Box 489
Baddeck, N.S. B0E 1B0
295-2568

1st Floor, Court House
Arichat, N.S. BOE IAO
226-3688

2nd Floor, Provincial Building
Port Hawkesbury, N.S. BOE 2VO
625-2318

Kings
(Municipality of Kings; towns of Kentville, Wolfville and Berwick)
Municipal Building
87 Cornwallis Street
P.O. Box 394
Kentville, N.S. B4N 3XI
678-3618

Lunenburg
(Municipalities of Lunenburg and Chester; towns of Lunenburg, Bridgewater and Mahone Bay)
99 High Street, Room 203
Bridgewater, N.S. B4V 1V8
543-2267

Municipal Building
Chester, N.S. BOJ IJO
275-3554

Pictou
(Municipality of Pictou; towns of New Glasgow, Trenton, Stellarton, Westville and Pictou)
3rd Floor, Civic Building
P.O. Box 913
Westville, N.S. BOK 2AO
396-4196

Shelburne-Queens
(Municipalities of Shelburne, Barrington and Queens; towns of Clark's Harbour, Shelburne, Lockeport and Liverpool)
P.O. Box 729
Shelburne, N.S. BOT IWO
875-3401

P.O. Box 299
Liverpool, N.S. BOT IKO
354-3161

2nd Floor, Municipal Building
Barrington, N.S. BOW IKO
637-2428

Yarmouth-Clare
(Municipalities of Yarmouth, Clare and Argyle; Town of Yarmouth)
lst Floor, Provincial Building
10 Starrs Road
Yarmouth, N.S. B5A 2Tl
742-7143

Municipal Building
Little Brook, N.S.
769-2031

Community Planning Field Offices

Provincial Subdivision Office
Central Trust Building
Reeves Street
Port Hawkesbury, N.S. BOE 2VO
1-625-1772 (toll free)

Provincial Subdivision Office
10 Starrs Road
Yarmouth, N.S. B5A 2Tl
1-742-3515 (toll free)

Nova Scotia Municipal Finance Corporation

Suite 302, Founders Square
1701 Hollis St.,
P.O. Box 850, Station M
Halifax, N.S.
B3J 2V8
Telephone: 424-4590
Fax: 424-0525

The Nova Scotia Municipal Finance Corporation provides financing for the capital requirements of municipalities by issuing securities and re-lending the funds to municipalities.

All municipalities finance their capital requirements through the corporation, except for interim financing and certain projects for which funds may be borrowed from the Government of Canada or other government departments and agencies.

Nova Scotia Municipal Board

1809 Barrington Street
Ste. 510, Bank of Commerce Building
P.O. Box 1587
Halifax, N.S.
B3J 2Y3
Telephone: 424-5064
Fax: 424-0529

The Nova Scotia Municipal Board is a three-member board responsible for: planning appeals under the Planning Act; matters pertaining to municipal boundaries, incorporations, annexations, dissolutions, electoral boundaries and representations pursuant to the Municipal Boundaries and Representation Act; applications pursuant to the Shopping Centre Development Act; matters related to electoral boundaries for school boards pursuant to the School Board Membership Act; and assessment appeals from the decision of a Regional Assessment Appeal Court pursuant to the Assessment Act.

Peggy's Cove Commission

Secretary to the Commission
Box 300, 2750 Dutch Village Road
Armdale, N.S.
B3L 4K3
453-7400

The Peggy's Cove Commission was established to preserve the unique scenic beauty, character and atmosphere of the area designated as the Peggy's Cove Preservation Area.

Louisbourg District Planning and Development Commission

P.O. Box 8
Louisbourg, N.S.
BOA lMO
733-2996

The Louisbourg District Planning and Development Commission was established to assist and participate in the development of the Town of Louisbourg and an area of Cape Breton County adjacent to Fortress Louisbourg and to regulate land use. The commission has a land use bylaw for the area it administers.

Metropolitan Authority

5077 George Street
Halifax, N.S.
B3J lMO
Telephone: 421-6552
Fax: 421-8087

The Metropolitan Authority was created by the Metropolitan Authority Act to accept and discharge any municipal responsibility conferred upon it by bylaws enacted by all or any two of the participating municipalities: the City of Halifax, the City of Dartmouth, the Town of Bedford and the Municipality of the County of Halifax.

The authority's responsibilities include operating the regional transit system, the regional solid waste management system and advising on regional transportation planning and traffic management.

Metropolitan Area Planning Commission

Halifax Ferry Terminal Building
5077 George Street
Halifax, N.S.
B3J lM3
Telephone: 421-6552
Fax: 421-8087

The Metropolitan Area Planning Commission is a district planning commission established under the Planning Act.

The commission includes the minister of Municipal Affairs, the mayors of Halifax, Dartmouth and Bedford and the warden of Halifax County. Halifax, Dartmouth and Halifax County each appoint another elected representative to the commission.

The Planning Commission advises the minister of Municipal Affairs in the preparation and revision of the Halifax-Dartmouth Regional Development Plan. It also acts as a vehicle for consultation between the minister, participating municipalities and other municipalities, and studies and develops opportunities for cooperative or joint action by municipalities in providing regional services.

Novaco Limited

P.O. Box 147
Sydney Mines, N.S.
BIV 2Y4

Telephone: 736-6268
Fax: 736-6212

Novaco may undertake any activity that is required by the province to assist in the exploration, production, transportation and marketing of the province's coal resources.

It also undertakes surface coal mining operations on behalf of the Nova Scotia government.

It serves an advisory function with respect to all current and proposed coal mining operations by providing independent advice on matters related to technical and physical aspects and social and environmental matters.

Nova Scotia Power Corporation

Duke Tower, Scotia Square
P.O. Box 910
Halifax, N.S.
B3J 2W5

Telephone: 428-6221
Fax: 428-6102

Nova Scotia Power is a provincial Crown corporation mandated to meet the electrical service needs of Nova Scotia.

For information on any of the services listed below call 428-6221.

- pamphlets/brochures on plants and systems across the province
- information on environmental programs
- speakers on a wide-range of electricity-related (specifically Nova Scotia Power-related) topics
- safety presentations
- information on how to select and operate specific appliances
- electric heating design service
- information on the wise and efficient use of energy and electricity
- information available at home shows
- seminars for commercial and industrial customers to inform them on new and interesting energy technologies
- technical resource for industrial/commercial customers
- analysis of electric energy uses (to help industrial/commercial customers improve productivity and reduce energy costs)

- information brochures on topics ranging from space heating to appliances, to rates and regulations, to safety and insulation
- community service advertising
- customer payment plans
- community service banners
- convenient customer service centres

Nova Scotia Resources Limited (NSRL)

1718 Argyle Street
Suite 600
P.O. Box 2111
Station M
Halifax, N.S.
B3J 3B7

Telephone: 420-8800
Fax: 425-2195

NSRL is a provincial Crown corporation under the responsibility of the minister of Mines and Energy, established to invest in and manage the province's interests in petroleum, energy and mineral resources development and related industrial projects. NSRL and its subsidiaries hold broad working interests in petroleum exploration rights and discovered resources across the Scotian Shelf, offshore Nova Scotia. This includes approximately 7.5 per cent of total established Scotian Shelf natural gas reserves, a considerably larger share of crude oil reserves in the Cohasset and Panuke fields, and interests in 19 significant hydrocarbon discovery areas.

Through subsidiaries, NSRL holds and manages working interests in producing oil and gas assets in Western Canada. The company also actively explores for gold in Nova Scotia through the Scotian Mineral Exploration (SCOMINEX) joint venture managed by Inco Gold.

Ombudsman

Suite 300, Lord Nelson Building
5675 Spring Garden Road
P.O. Box 2152
Halifax, N.S.
B3J 3B7

Telephone: 1-424-6780 (toll free)

The ombudsman investigates complaints against provincial or municipal government departments or agencies and their officials. If a complaint is considered justified, the ombudsman recommends appropriate remedial action and reports on it to the legislature.

The ombudsman may be able to provide information or assistance on matters outside its formal jurisdiction.

The Protocol Office

7th Floor, One Government Place
1700 Granville Street
P.O. Box 1617
Halifax, N.S.
B3J 2Y3

Telephone: 424-4463
Fax: 424-4309

The Protocol Office organizes and directs visits of Royalty, heads of state, parliamentarians, ambassadors and high commissioners, all government functions, including ceremonies connected with the legislature and, on occasion, the official functions of the Lieutenant-Governor. The office maintains a gift bank for presentations to visiting dignitaries and as commemorative awards. It also prepares and distributes congratulatory messages.

Province House Credit Union

1724 Granville Street
P.O. Box 1083
Halifax, N.S.
B3J 2X1

Telephone: 424-5712

Province House Credit Union provides financial services typical of other credit unions to its membership. Membership is open to employees of departments, boards and commissions of the Nova Scotia Government, the Nova Scotia Power Corporation, the Nova Scotia Government Employees Association, the Technical University of Nova Scotia, the Halifax Infirmary and Province House Credit Union.

Public Archives of Nova Scotia

6016 University Avenue
Halifax, N.S.
B3H lW4

Telephone: 424-6060
Fax: 424-0516

The Public Archives of Nova Scotia acquires, maintains and disseminates the province's government records and private papers of lasting historical value. The Archives' holdings consist of correspondence, manuscripts, journals, newspapers, books, photographs, documentary art, maps, architectural plans, film, sound and television materials. The Archives serves students, historians, genealogists and the public interested in research. It also houses temporary and permanent displays.

Hours of operation:

Mon - Fri	8:30 a.m. - 10 p.m.
Sat	9 a.m. - 6 p.m.
Sun	1 p.m. - 10 p.m.

Nova Scotia Rehabilitation Centre

1341 Summer Street
Halifax, N.S.
B3H 4K4

Telephone: 422-1787
Fax: 425-6466

Nhe Nova Scotia Rehabilitation Centre is a provincial referral hospital for physical medicine and rehabilitation. It provides a wide range of services to both inpatients and outpatients by using a coordinated multidisciplinary approach. The centre is affiliated with Dalhousie University and participates in educational and research programs for medical and allied health students.

Nova Scotia Research Foundation Corporation

101 Research Drive
Woodside Industrial Park
P.O. Box 790,
Dartmouth, N.S.
B2Y 3Z7

Telephone: 424-8670
Fax: 424-4679

Nova Scotia Research Foundation Corp. was established to use science and technology to assist in the economic development of Nova Scotia.

Scientists, engineers, technicians and support staff occupy a well-equipped laboratory and a pilot plant in Dartmouth.

The corporation pursues two main goals: assistance to industry in the solution of today's technical problems; and product/process innovation in anticipation of tomorrow's opportunities. It emphasizes technological support for the secondary manufacturing industry and takes a special interest in developing Nova Scotia's ocean industry potential.

Three operating divisions, Applied Science, Industry Services and Product Development, carry out technical assignments for 700 companies and government departments each year.

Industry Services

Provides technical assistance to small and medium sized manufacturers to improve productivity and technological capabilities.

Applied Science

Assists government and industry with research and development and scientific services related to Nova Scotia's natural resources.

Product Development

Specializes in ocean-related engineering, manufacturing and marketing to develop Nova Scotia products for international markets.

Royal Gazette

14th Floor, Maritime Centre
1505 Barrington Street
P.O. Box 54
Halifax, N.S.
B3J 2L4

Telephone: 424-8575
Fax: 424-0500

The Royal Gazette is the official weekly government record of cabinet proclamations, Orders-in-Council, government notices, notices required to be published pursuant to statutes and non-government legal notices.

Schooner Bluenose Foundation

P.O. Box 1617
Halifax, N.S.
B3J 2Y3

Telephone: 424-5998

The mandate of the Schooner Bluenose Foundation is: to enhance the Bluenose as a symbol of Nova Scotia's heritage and craftsmanship and to promote the province as an international tourist destination; to ensure the status of the Bluenose in perpetuity as one of the great operational tall ships of the world; to solicit funds from both private and public sources to eventually rebuild or replace the Bluenose; and to work towards making the Bluenose a self-sustaining operation while continuing to be provincially owned and operated.

Senior Citizens' Secretariat

4th Floor, Dennis Building,
1740 Granville Street,
P.O. Box 2065,
Halifax, N.S.
B3J 2Z1

Telephone: 1-424-0065 (toll free)
Fax: 424-0561

The Nova Scotia Senior Citizens' Secretariat consists of the ministers of Community Services, Education, Health and Fitness, Municipal Affairs, Housing and the Sport and Recreation Commission.

The secretariat acts as a liaison between the province's senior citizens and the Nova Scotia government. It facilitates the planning and development of services and programs by appropriate provincial departments.

Also, the secretariat cooperates with the federal and municipal governments in developing programs, policies and services for senior citizens.

The secretariat serves as a resource and information centre on all matters relating to aging and the aged.

Small Business Development

Suite 700, Joseph Howe Building
1690 Hollis St.,
Halifax, N.S.
B3J 3J9

Telephone: 424-6660
Fax: 424-0505

The Department of Small Business Development seeks to contribute to the continued growth of the small business sector.

Finance and Administration

424-6625
This division processes and accounts for all financial transactions. It manages the budget process and the administrative support functions of the department, including a word processing centre. It also administers various projects funded through the Special Assistance Program.

Business Advisory Services

424-7221
Provides basic business counselling to the business community and helps businesses access various business development programs and services, especially those involving funding assistance. In-depth financial analysis and marketing advice is also provided to businesses requesting such assistance.

Community Economic Development

52 Queen Street,
Dartmouth, N.S.
B2Y 1G1
424-2720
424-6000 (toll free)

Administers Mainstreet, Youth Entrepreneurial Skills and Provincial Employment programs.

Mainstreet Program

The Mainstreet Program refurbishes, revitalizes and promotes traditional downtown commercial areas. Through this program, the Department of Small Business Development, various municipalities and the private sector work together to improve the physical, economic and social environment in our downtowns while creating long term employment. Funding is available in four categories:

(1) The Mainstreet Anchor Program implements projects key to the successful revitalization and economic stimulation of downtown commercial activity;

(2) The Village Square Program assists and encourages hamlets, villages and small incorporated towns to bring new life to the commercial core of their communities;

(3) The Facade Improvement Program offers financial assistance to commercial building owners and tenants located in the downtown to upgrade the appearance of the building exteriors; and

(4) Qualified consultants with the Business Development Rebate Program help businesses review and update their current business practices.

The Youth Entrepreneurial Skills Program (YES)

The YES program assists qualified students initiate and operate businesses between school terms. The objective is to encourage young Nova Scotians to experience and evaluate entrepreneurship and to create summer employment for other students. The program makes interest-free loans available for a maximum period of five months.

Provincial Employment Programs

The Public Sector Employment Program provides unemployed Nova Scotians with job opportunities within provincial government departments and agencies, museums, sports associations, tourism associations, heritage societies and recognized non-profit community based groups.

The Primary Resource Employment Program encourages the private sector to create employment opportunities in the resource sectors of agriculture, forestry, fisheries, mining and tourism.

The Job Experience Training For Students Program provides post-secondary students with valuable work experience within the private sector related to his/her field of study.

The Program for the Disabled encourages employers to hire and train disabled individuals so that they may obtain the skills and experience necessary to secure future employment.

Small Business Service Centres

424-4243

A network of Small Business Service Centres are strategically located across Nova Scotia to ensure small business operators are within 50 km of the department's services. Business counselling and advice, grant programs and information on other forms of business assistance are provided by business development officers in each centre.

Maximum levels apply to all grants and are subject to change.

Programs available through the service centres include:

Rural Industry Program

Offers a maximum grant for capital expenditures. Businesses eligible include manufacturing, processing and services, except personal, fitness, professional, retail and wholesale. (Not available in the Halifax-Dartmouth area).

Consulting Assistance Program

A cost-shared grant applied to the total cost: of acquiring the services of a qualified consultant to solve a non-recurring problem; arranging for a technology transfer visit by an applicant; or follow-up consulting by an accountant to ensure operation of financial systems. All businesses are eligible except personal, fitness and professional services.

Women's Business Development Program

A maximum grant applied to a percentage of the costs of market research, trade show participation, technology transfer visits or financial/bookkeeping courses. Funding is available to a female business owner or key employee of a female-owned business, excluding professional services and non-profit and temporary operations. The cost of child care while attending the above is an eligible expense.

Women Entrepreneurs' Program

A maximum value grant applied to a percentage of project costs is available to women who need land, buildings or equipment to start a new business. Up to 20 per cent of the grant can apply to inventory and commercial vehicles. All female-owned businesses are eligible except professional services and non-profit and temporary operations. (Not available in metropolitan Halifax/Dartmouth).

Black Entrepreneurs' Program

An education component allows for a maximum grant to attend business/management training courses. All businesses are eligible. A capital component provides for a maximum grant for a new or existing business owned by a black resident of Nova Scotia for land, buildings and equipment. All businesses are eligible for funding.

Disabled Entrepreneurs' Program

A maximum grant for a percentage of the project cost is available to a permanently disabled resident to establish or significantly expand an existing business. Professional services and non-profit and temporary operations are excluded.

Market Assistance Program

Assistance is available for firms to attend, for the first time, market education seminars, trade fairs or exhibitions. It is also available for visits to identify market opportunities and sources of supply. All small businesses except personal, fitness and professional services are eligible.

Small Business Service Centres

Halifax
Joseph Howe Building, Suite 700
1690 Hollis Street
Halifax, N.S.
B3J 3J9
424-6660

Central
Suite 950, Metropolitan Place
99 Wyse Road
Dartmouth, N.S.
B3A 4S5
424-5690

Cape Breton
Commerce Tower, 1st Floor
15 Dorchester Street
Sydney, N.S.
BIP 5Y9
Telephone: 563-2070
Fax: 563-0500

Strait of Canso
302 Philpott Street
P.O. Box 219
Port Hawkesbury, N.S.
BOE 2VO
Telephone: 625-3069
Fax: 625-3226

Northeastern
The Sun Alliance Building
640 Prince Street
Truro, N.S.
B2N IG4
893-1595

Amherst Industrial Park
P.O. Box 458
Amherst, N.S.
B4H 4Al
667-3223

P.O. Box 1021
New Glasgow, N.S.
B2H 5N8
752-1001

Southwestern
13 First Street
Yarmouth, N.S.
B5A 1S9
742-8404

Provincial Building
99 High Street
Bridgewater, N.S.
B4V 1V8
543-9121

Valley
Industrial Park Mall
P.O. Box 524
Kentville, N.S.
B2N 3X3
678-3386

Business and Industrial Properties

As owner of 14 business and industrial properties located across the province, the Business and Industrial Properties Division responds to business site requirements either in existing fully serviced locations or through land assembly and infrastructure development.

The province also owns and manages multi-tenant industrial malls in nine locations throughout Nova Scotia. These mall units offer an incubator mall program which provides incentive rentals to small business. The malls and the incubator incentive program are administered by the Industrial Parks and Properties Division. For more information and direction, firms and individuals should call their regional service centre.

Field Offices

Amherst Industrial Park
P.O. Box 458
Amherst, N.S.
B4H 4Al
667-5188

Annapolis Valley Industrial Park
P.O. Box 524
Kentville, N.S.
B4N 3X3
Telephone: 678-4253
Fax: 678-0104

Eastern Shore Industrial Park
P.O. Box 130
Head of Chezzetcook, N.S.
BOJ INO
827-4328

Debert Air Industrial Park
P.O. Box 100
Debert, N.S.
BOM IGO
662-3000

Shelburne Industrial Park
Comp. 2, Site 3, R.R. 2
Shelburne, N.S.
BOT IWO
875-3488

Small Business Development Corporation

1690 Hollis Street,
Halifax, N.S.
B3J 3J9
424-4920

The Small Business Development Corporation (SBDC) offers financial assistance to start or expand a business. To qualify for SBDC assistance, businesses must have fixed assets less than $5 million in value upon completion of the project expansion and require financing of less than $3 million in support of that project or expansion. Preference is given to businesses that maintain or create jobs or otherwise provide an economic benefit to Nova Scotia.

Information and application forms are available by contacting the SBDC loan officer or business development officer located in the regional small bsuiness service centres.

Venture Capital Program

This program encourages private sector companies and individuals to make available risk or equity capital, as well as management capabilities, to small and medium-size businesses. The objective is to generate equity capital and private sector management expertise to establish privately owned and locally managed venture capital corporations throughout the province.

Solicitor General

Joseph Howe Building
1690 Hollis Street
P.O. Box 2599, Station M
Halifax, N.S.
B3J 3N5

Telephone: 424-7405
Fax: 424-0546

The Department of the Solicitor General provides police services, administers the dispositions of the courts and provides safe custody, direction and control for the accused or convicted offender.

The department's major divisions are: Finance and Administration, Correctional Services, Policing Services, Policy, Planning and Research, the Provincial Firearms Office and the Registry of Regulations. The Nova Scotia Police Commission and Police Review Board also report to government through the Solicitor General.

Finance and Administration

424-7406
The Finance and Administration Division develops, directs, implements and maintains all financial, personnel, purchasing, inventory control and administrative activities of the department.

Correctional Services Division

424-6290
This division administers and operates 13 adult provincial correctional facilities and correctional facilities for 16 and 17 year old young offenders. It also provides community correctional services for 16 and 17 year old young offenders and all adult probationers.

Correctional Services also administers custody programs pertaining to temporary absence, earned remission, inmate volunteer work, education/vocational training, life skills, counselling, medical/dental services, psychiatric services and spiritual services.

Community corrections programs include probation supervision, community service work orders, alternative measures, restitution monitoring, presentence report preparation, fine option work supervision and court coverage.

Policing Services Division

424-7405
Provides for contractual arrangements with the federal government for RCMP services. Approves applications for gun clubs as well as breathalyzer technicians and speedometer testers.

Policy, Planning and Research Division

424-7782
Provides policy advice to the minister, deputy minister and senior staff on matters relating to law enforcement and corrections. New program initiatives are developed and evaluated by staff.

Coordinates all in-house and contracted research activities conducted on behalf of the operational divisions of the department and develops and implements management information systems for the department.

Nova Scotia Police Commission

45 Alderney Drive
Queen's Square, 10th Floor
Dartmouth, N.S.
B3J 2Y3
424-6639

The Nova Scotia Police Commission upgrades and promotes efficiency in municipal police services in the province. The commission develops, approves and coordinates municipal police training programs. Advice and assistance is given to municipal boards of police commissioners, other police authorities and chiefs of police on matters pertaining to managing and operating police forces. Through various evaluation systems, the adequacy, efficiency and effectiveness of municipal police services are determined.

The commission may investigate and inquire into: matters pertaining to the conduct of, or the performance of duties by police; the administration of a police force; the system of policing a municipality; or the police needs of any municipality in the province. It provides administrative and investigative support to the Police Review Board and has powers, duties and responsibilities for the administration of the Private Investigators and Private Guards Act and the Police Services Act.

Police Review Board

45 Alderney Drive
Queen's Square, 10th Floor
Dartmouth, N.S.
B3J 2Y3
424-6639

The Police Review Board is responsible for conducting hearings into public complaints against municipal police officers and matters concerning internal police discipline referred to it in accordance with the regulations under the Police Act.

The board may make findings of fact; dismiss the matter; find that the matter has validity and recommend to the body responsible what should be done; affirm an imposed penalty; substitute a finding; award or fix costs; and can supersede a disciplinary procedure or provision in a contract or collective agreement.

Administrative and investigative support is provided by the Nova Scotia Police Commission whose chairman is the registrar of the Police Review Board.

Provincial Firearms Office

P.O. Box 1254
33 Alderney Drive
Suite 200
Dartmouth, N.S.
B2Y 4B9
424-6689

The Provincial Firearms Office controls access to firearms by potentially dangerous persons and combats firearms misuse. The office works closely with all police agencies and firearms dealers in the province in interpreting and applying legislation, regulations and policy procedures relating to gun control. It inspects and issues firearms and business permits to firearms and ammunition dealers.

Registry of Regulations

5151 George Street
P.O. Box 725, Station M
Halifax, N.S.
B3J 2T3
424-6961

The Office of the Registrar of Regulations is set up under the Regulations Act. It is responsible for accepting, recording and publishing regulations in the bi-weekly Royal Gazette, Part II, once they have been passed by Cabinet. The registry's mandate also includes proper indexing (consolidated index, containing up-to-date amendments) and the computerized consolidation of all existing Nova Scotia regulations.

Community Corrections Regional Offices

Central Region—Halifax—serves Halifax, Colchester, Cumberland, Pictou and East Hants counties.

Lord Nelson Arcade
5675 Spring Garden Road
Suite 800, 8th Floor
Halifax, N.S.
B3J lHl
424-5776

Eastern Region—Sydney—serves Antigonish, Cape Breton, Guysborough, Inverness, Richmond and Victoria counties.

Provincial Building, 3rd Floor
360 Prince Street
Sydney, N.S.
BlP 5L1
563-2360

Western Region—Yarmouth—serves Annapolis, Digby, Kings, Lunenburg, Queens, Shelburne, Yarmouth and West Hants counties.

328 Main Street
Yarmouth, N.S.
B5A lE4
742-7784

Adult Correctional Centres

Antigonish Correctional Centre
P.O. Box 1748
Antigonish, N.S. B2G 2M5
863-2527

Colchester Correctional Centre
P.O. Box 921
Truro, N.S. B2N 5G7
893-3120

Cape Breton Correctional Centre
R.R. 4
Sydney, N.S. BIP 6G6
563-2114

Guysborough Correctional Centre
P.O. Box 209
Guysborough, N.S. BOH 1NO
533-3903

Halifax Correctional Centre
P.O. Box 10
Lower Sackville, N.S. B4C 2S8
865-8391

Hants Correctional Centre
P.O. Box 128
Windsor, N.S. BON 2TO
798-5387

Inverness Correctional Centre
P.O. Box 183
Port Hood, N.S. BOE 2WO
787-3263

Cumberland Correctional Centre
1 Lawrence Street
Amherst, N.S. B4H 3G4
667-2320

Kings Correctional Centre
P.O. Box 124
Waterville, N.S. BOP IVO
538-3138

Lunenburg Correctional Centre
R.R. 2
Lunenburg, N.S. BOJ 2C0
634-4421

Queens Correctional Centre
P.O. Box 1750
Liverpool, N.S. BOT 1KO
354-2794

Shelburne Correctional Centre
P.O. Box 248
Hammond Street
Shelburne, N.S. BOT 1WO
875-3432

Yarmouth Correctional Centre
459 Main Street
Yarmouth, N.S. B5A 1G9
742-4211

Young Offender Facility

Nova Scotia Youth Centre
P.O. Box 100
Waterville, N.S.
BOP 1VO
538-8071

Sport and Recreation Commission

5151 Terminal Road
8th Floor
P.O. Box 864
Halifax, N.S.
B3J 2V2

Telephone: 424-7512
Fax: 424-0520

The Nova Scotia Sport and Recreation Commission strives to enhance the quality of life of Nova Scotians through the development, establishment, coordination, implementation and promotion of sport and recreational programs and services.

The commission provides a variety of services to individuals, groups and organizations province-wide.

Community Recreation Division

Municipal Recreation Section

424-7629

Supports the development of programs and services at the municipal level through: the Municipal Recreation Assistance Program, which includes basic program grants to municipalities; the Professional Recreation Leadership Program; the Municipal Recreation Incentive Program; the Municipal Recreation Internship Program; the Part-time Assistance Program; and Volunteer Training workshops in cooperation with Recreation Association of Nova Scotia (RANS).

Recreation Facility Development Section

424-7621

Administers policy areas that deal directly with the commission's financial and consultative input in developing and renovating facilities. It stresses community involvement and commitment in facility planning and development through: the Recreation Facility Development Program; the Little Red Schoolhouse Program; leadership assistance for arena and aquatic facility operators' associations; the Planning Assistance Program; and the Centennial Program.

Outdoor Recreation Section

424-7620

Provides assistance to established outdoor organizations and for projects which encourage and promote activity in the outdoors.

Program areas administered are: program development assistance to provincial outdoor associations, Nova Scotia Lifeguard Service in cooperation with the Canadian Red Cross Society - Nova Scotia Division; Nova Scotia Outdoor Leadership Development Program; outdoor recreation consultation; Nova Scotia Learn to Ski Program; Canoe Waterways of Nova Scotia mapping series in cooperation with Canoe Nova Scotia; Assistance for Residential Programming; executive leadership assistance to provincial outdoor associations; Outdoor Planning Assistance and the Lost and Found Program in cooperation with the Nova Scotia Safety Council.

Regional Offices

The Sport and Recreation Commission maintains six regional offices, strategically located throughout the province, to provide direct service and information on policies and programs. Regional staff offer information and interpret policy guidelines and services. They also provide advisory service to municipal councils and their recreation committees, municipal recreation professionals, community groups and organizations, agencies, institutions and individuals.

Central
Suite 813, Queens Square
Dartmouth, N.S. B2Y 2N6
424-7622

Valley
P.O. Box 2140
Windsor, N.S. B0N 2T0
798-5794

Highland
274 Main Street
Antigonish, N.S. B2G 2C4
863-1736

South Shore
P.O. Box 470
Bridgewater, N.S. B4V 2X6
543-5000

Fundy
542 Prince Street
Truro, N.S. B2N lGl
893-9487

Cape Breton
Provincial Building
Prince Street
Sydney, N.S. B1P 5L1
563-2380

Port Hawkesbury
(Regional Assistant)
P.O. Box 989
Port Hawkesbury, N.S.
B0E 2V0
625-1024

Assistance to Provincial Organizations

Many organizations operating in the province provide valuable services towards the development of community recreation. Each offers a unique service to Nova Scotians and in many ways adds to the quality of leisure activities enjoyed by all residents. These provincial agencies are funded by the Nova Scotia Sport and Recreation Commission through the Community Recreation Division.

Sport Division

424-7626
Through the Sport Division, the commission provides direct assistance to provincial sport governing bodies as a contribution towards the cost of sport development programs and services. The commission's overall commitment to leadership translates, in sport terms, into funding to assist provincial sport governing bodies hire professional assistance to support the work of their volunteer boards.

Annual funding to provincial sport governing bodies ensures that services will be available for: operation of sport governing bodies; full or part-time leadership (development coordinators);

travel to national championships; hosting major competitions and/or meetings; and special projects.

The commission assists sport governing bodies provide sport development programs to reinforce, complement and enhance the basic services to members province-wide. Such assistance includes: the National Coaching Certification Program; officiating development and upgrading; Canada Games development and planning and regional training centres.

The commission provides administrative services and office space for the day to day operations of the sport governing bodies. It does so in a cooperative arrangement with the sport federation, Sport Nova Scotia.

The commission provides assistance directed to eligible athletes and coaches to continue their efforts toward achieving excellence. Such assistance includes: elite athlete assistance and olympic trust funding.

Provincial Sport Organizations

There are organizations with a provincial mandate which contribute greatly to the process of sport development in Nova Scotia and which are supported by the Sport and Recreation Commission to continue this role. The provincial sport governing bodies are the most critical to the provincial sport organizations.

Assistance is provided to provincial sport governing bodies as well as to Sport Nova Scotia, Nova Scotia Sport Heritage Centre and Athletic Trainers Association of Nova Scotia. An Award of Recognition is also provided.

The Nova Scotia Boxing Authority

453-0752

The Nova Scotia Boxing Authority reports to the minister in charge of the administration of the Sport and Recreation Commission. It is primarily concerned with the operation and administration of professional boxing in Nova Scotia.

Status of Women

1959 Upper Water Street
Suite 207
P.O. Box 745
Halifax, N.S.
B3J 2T3

Telephone: 424-8662
Fax: 424-4671

The Nova Scotia Advisory Council on the Status of Women monitors women's issues and acts as an advisory body to the provincial government. Specifically, the council is legislated to advise the minister on matters relating to the status of women as referred to the council for consideration by the minister responsible for administering the Status of Women Act and to bring matters of interest and concern to women to the minister's attention.

The council has a comprehensive collection of resource materials on a full range of topics on or about women and offers a Field Work Program to facilitate communication and the sharing of resources and ideas between the council and women in the province.

Staff are available to assist groups or individuals with reference or research inquiries.

Regional Field Work Program

Field Workers	
Cumberland	667-5097
Kings-Annapolis	825-2368
Hants	758-3364
Cape Breton	736-6347

Sydney Steel Corporation

P.O. Box 1450,
Sydney, N.S.
BIP 6K5

Telephone: 564-7900
Fax: 564-7903

Sydney Steel Corporation is a Crown corporation and the leading producer of railway rails in Canada. It has supplied major Canadian railways and world markets since 1905.

Railroad rails are its most important product and have been its principal export for more than 80 years. Other products include cast slabs and blooms, forging and slab ingots, tie plates and mine arch bars.

The corporation has recently undergone a $275-million modernization program. Facilities include a 150-ton electric arc furnace, a ladle refining station, a vacuum degassing unit, continuous casting facilities, a universal rolling mill, a modern rail finishing mill, a rail head-hardening unit and auxiliary shops.

Tidal Power Corporation

P.O. Box 1087
1701 Hollis Street
Founder's Square
Halifax, N.S.
B3J 2X1

Telephone: 424-8172
Fax: 424-0528

The Tidal Power Corporation was established to exploit the possible benefits of tidal power by studying and promoting the development of tidal power and to enter into agreements respecting construction, planning, engineering or undertakings related to developing and using tidal power or to generating, distributing and selling electricity.

Tourism and Culture

1601 Lower Water St.,
Cornwallis Place, 4th Floor
P.O. Box 456
Halifax, N.S.
B3J 2R5

Telephone: 424-5000
Fax: 424-2668

Through promotion, financial assistance, counselling and operating facilities, the department seeks to enhance tourism as both a leisure activity and as an important industry.

The department provides for the orderly development and preservation of cultural activities by an integrated strategy of financial assistance, advisory services, program operation and infrastructure creation.

It consists of six divisions: Finance and Administration, Industry Development, Travel Information, Marketing, Provincial Resort Hotels and Cultural Affairs.

Finance and Administration

424-7446
Provides budgeting, accounting, financial reporting, internal audit, personnel, payroll and data processing services to the department and operates the schooner, Bluenose II.

Industry Development

424-5004
The Industry Development Division is service-oriented, aiding interested parties in developing tourism-related operations and encouraging the development of tourism industry attractions, facilities and services.

This division provides business counselling to both existing and prospective operators and a Hospitality Industry Training Service to tourist operators.

Training and Inspection Services
424-3942
Provides training and inspection services for tourist operators. Training service assists new and existing operators in potential problem areas. Counselling is available in all facets of the industry including food and beverage and labour costing, menu design, interviewing and hiring techniques, and customer relations for roofed accommodations, restaurants and campgrounds.

The inspection service administers the Hotel Regulations Act, the Campground Establishments Regulations Act and regulations established under those acts.

This section approves plans and specifications for new accommodations and campgrounds under the construction requirements of the regulations and acts as a liaison with appropriate government departments.

Architectural Services
424-3141
A department architect examines all plans for overnight accommodations that come under the construction requirements of hotel regulations and makes periodic inspections during construction, as well as advising prospective builders in design and construction matters.

Planning and Development
424-3909
The Planning and Development Section provides design, planning and development assistance for tourist operations.

Tourism related businesses can receive assistance, if the applicant meets certain criteria, for business planning or identifying specific business opportunities; developing major destination and special interest products; building, expanding or modernizing tourist attractions, accommodations and dining facilities; developing international/national marketing plans; developing and marketing package tours; and implementing market plans.

Travel Information

424-2989
Provides information to visitors, potential visitors and residents through literature distribution, audio visual materials, provincial information centres and an information centre in Portland, Maine.

Literature Distribution
424-4576

Audio-Visuals
424-2690

Information Centres
424-4247

Marketing

424-4554
Promotes Nova Scotia tourism through marketing, advertising and research.

Research
424-4225
Coordinates, develops and implements data collection in the travel industry. Three types of statistics are available to the public: motor vehicle tallies, accommodation statistics, and visitor and resident travel surveys. Other specialized research topics are also carried out.

Market Development
424-4646
Identifies and develops new tourism markets. This section implements major promotions, develops convention and

meeting business, supplies promotional material for marketing purposes and produces travel literature.

Travel Trade
424-4182
Promotes travel trade. This section encourages relationships between wholesalers and retail travel agents, the transportation sector and the provincial tourism industry. Marketing assistance is available to tour operators in the form of cooperative advertising plans, familiarization tours and slides, and other audio-visual material. The industry is also encouraged to participate in trade shows and activities.

This section also promotes Nova Scotia as a destination for incentive travel and markets Nova Scotia overseas.

Outdoor Promotion
424-4709
Promotes and develops outdoor tourism opportunities. Private sector involvement is sought to further expand, upgrade and develop the full potential of the province's natural resources by utilizing existing properties.

Attractions and Events
424-4678
Grants are available to eligible festivals and events through local tourist associations.

Advertising
424-4581
Develops and implements advertising policies and programs in cooperation with, and for the assistance of, the private sector.

Editorial Services
424-4207
Functions as media liaison for the department and prepares travel features and press releases for distribution to the media.

Operators can use the section for advertising copy, brochure copy, sales letters, and as a resource for media information. Requests for feature stories can be made through regional tourism association directors.

Provincial Resort Hotels

424-4263
Operates three provincially-owned resorts: The Pines Resort in Digby, Keltic Lodge (and the Cape Smokey Ski Complex) in Ingonish Beach and Liscombe Lodge in Liscomb Mills. They operate as part of the tourism development strategy to attract visitors to three distinct tourist destinations. For more information, contact:

Pines Resort Hotel
P.O. Box 70
Digby, N.S. BOV IAO
245-2511

Keltic Lodge
Ingonish Beach
Victoria County, N.S. BOC ILO
285-2880

Liscombe Lodge
Liscomb Mills
Guysborough County, N.S. BOJ 2AO
779-2307

Cultural Affairs

424-5929
This division operates to enhance the quality of life of Nova Scotians by developing, coordinating, implementing and promoting cultural programs and services in the performing arts, visual arts, crafts, heritage, cultural industries and multiculturalism areas.

Operating and project grants are provided to eight cultural federations in various disciplines as well as other cultural organizations at the professional and community levels. Grants for short-term training opportunities are also available for professional artists and resource people.

Cultural Industries

424-6395

Cultural Industries' programs serve professionals in the areas of film, trade and magazine publishing. Grants are available to established writers, filmmakers and publishers. The department also funds Film Nova Scotia which serves the on-location filming needs of both the local and out-of-province film industry.

Performing Arts

424-6393

Provides grants and assistance and consulting and leadership services for professional performing companies, the professional production of performances, touring of professional and community-based amateur performances and the development of amateur performing arts activities.

Production Crafts

424-4062

Provides and operates programs for developing and promoting quality crafts.

Craftspeople, crafts producers and eligible non-profit organizations or institutions can receive assistance for workshops, demonstrations, exhibitions and market development. Also available are courses for developing craft skills and consulting services in career development. Craftspeople may be listed in the Buyer's Guide to Arts and Crafts in Nova Scotia, an annual publication.

The Craft Workshops are located at 1521 Grafton St., Halifax.

Heritage

424-6394

The Heritage Property Act provides for the identification, designation, preservation, protection and rehabilitation of buildings, streetscapes and areas of historic, architectural or cultural value, and encourages their continued use.

The Heritage Section provides research and administrative support for registering provincially-significant heritage properties. It manages the Provincial Inventory Program for recording architectural and historical information on pre-1914 buildings throughout the province. It also administers grants for assisting owners of registered heritage properties and publishes the Heritage Newsletter.

Visual Arts
424-6390
Provides grants, assistance and development programs in the areas of fine art, photography, audio and video, and other art media forms.

It promotes the professional development of visual artists and encourages development programs and grants for communities, organizations and institutions.

Library
424-7734
Provides information and resource services on culture and tourism for professional, academic and recreational purposes. Free loans and books by mail service are available to borrowers.

The library is located at 1531 Grafton St., Halifax.

Trade Centre Limited

P.O. Box 955
1800 Argyle Street
Halifax, N.S.
B3J 2V9

Trade Centre Limited: 422-2020
Convention Centre: 421-8686
World Trade Centre: 428-7233
Halifax Metro Centre: 421-8000
Fax: 422-2922

Trade Centre Limited is a provincial Crown corporation which manages and operates the Halifax Metro Centre, Convention Centre, an office tower and the World Trade Centre.

The Halifax Metro Centre, owned by the City of Halifax, serves as a trade show, sport and entertainment and exhibition facility.

The Convention Centre and The Halifax Metro Centre host a variety of conventions and trade shows.

The office tower has five floors of office space in downtown Halifax.

The World Trade Centre offers a private dining room, meeting space, temporary office space and an international trade library and computer system. It is one of 150 trade centres around the world.

Transportation and Communications

1723 Hollis Street
Provincial Building,
6th Floor
Halifax, N.S.
B3J 2N2

Telephone: 424-5837
Fax: 425-6308

The Department of Transportation and Communications is responsible for the construction and maintenance of Nova Scotia's highway system, comprising over 25,700 kilometres of roads. It also operates ferry services at several locations throughout the province. Through the Registry of Motor Vehicles, the department administers the Motor Vehicle Act, including licensing, registration and safety programs affecting drivers and vehicles. The Communications Policy Division formulates policy on telecommunications in Nova Scotia.

Staff Services Division

P.O. Box 186
Centennial Building,
1660 Hollis Street
Halifax, N.S.
B3J 2N2
424-4126

The Staff Services Division provides central accounting services for the department and operates the Strait of Canso toll facility.

Maintenance Division

424-4080
The Maintenance Division maintains the provincial highway system. General maintenance is conducted under seven regions, and specialized maintenance is administered by six provincial outfits. The regions carry out many tasks, such as pavement patching, grading and dust control on gravel roads, drainage maintenance, snow removal and ice control. The provincial outfits perform specialized maintenance tasks, such as repaving, seal coating, sand seal, seeding, fertilizing, pavement marking and repairs to bridges. The division also carries out improvements to local roads.

The Mechanical Branch of the Maintenance Division, with its main facilities at Miller Lake and 11 mechanical shops throughout the province, is responsible for the procurement, maintenance and disposal of the department's more than 1600-unit equipment fleet. In addition, the Mechanical Branch operates the department's ferry system which provides crossings for the travelling public at nine locations along the provincial highway network.

Construction Division

424-4001
The Construction Division is responsible for capital construction work carried out under contract. This division also operates two department-owned paving plants, as well as the department's Materials Laboratory at Miller Lake.

Planning Division

424-7501
The Planning Division determines the province's current and future highway needs. These needs are then prioritized and incorporated into annual and long-range capital programs.

Engineering Division

424-5687
The Engineering Division is divided into three sections: Structural Engineering, Highway Engineering and Engineering Services.

Structural Engineering

424-4387
This section designs and calls tenders for all bridges and interchange structures that form a part of the provincial highway system.

Highway Engineering

424-5696
This section calls for the grading, upgrading, paving and repaving contracts supervised by the department. This work includes initiating surveys, pre-engineering, reviewing estimates, preparing specifications and tender documents, reviewing and approving right-of way plans for the purchase of property for highway construction and obtaining water rights approval from the Department of Environment.

Engineering Services

424-4206
This section provides ancillary services to the Bridge and Highway sections and is the chief liaison between the department and municipalities for cost-shareable work.

Traffic Engineering Division

424-4597
The Traffic Engineering Division regulates and controls traffic on the province's highways. It approves directional and regulatory signs and installs and operates traffic control signals. The division conducts origin and destination studies, accident and speed zoning studies, etc., and also collects traffic count information on all types of highways in the province. The division operates the Central Sign Shop in Bible Hill.

Right-Of-Way Claims Division

424-5563
The primary function of the Right-of-Way Claims Division is to acquire land for highway purposes. The division also investigates and handles property damage and public liability claims against the department.

Transportation Policy Division

424-6725
The Transportation Policy Division develops alternatives to, and recommends provincial transportation policy for, analysing federal transportation policy initiatives, policies and legislation. It also conducts studies and prepares options on regional transportation issues.

Communications Policy Division

P.O. Box 186
Annex 2 Building
1724 Granville Street
Halifax, N.S.
B3J 2N2
424-7678
The Communications Policy Division researches and formulates policy on all aspects of telecommunications (telephone, mobile radio, computer communication, television and radio broadcasting, closed circuit and cable television and communications satellites) affecting Nova Scotia. It is also responsible for identifying, studying and researching problems, issues or opportunities in the province or elsewhere as they affect the province, and for developing long-range plans, policies, interventions, legislation or other government action to meet the social, cultural and economic needs of the people of Nova Scotia.

Communication is an area of shared jurisdiction between provincial and federal governments. Division staff work closely with the federal and other provincial governments to achieve objectives in this area where jurisdiction is split and at times, unclear. Considerable time is spent responding to federal government (Department of Communications) and federal regulatory (Canadian Radio-Television and Telecommunications Commission) initiatives to ensure they meet provincial objectives.

Personnel Division

P.O. Box 186
Centennial Building
1660 Hollis Street
Halifax, N.S.
B3J 2N2
424-4456

The Personnel Division supports the effective management of human resources by providing a full range of personnel services to the department.

Registry of Motor Vehicles

Through its two sections of Road Transport and Motor Vehicle Inspection, this division administers the programs, systems and procedures relative to law enforcement under the Motor Vehicle Act, the Public Highways Act, the Motor Carrier Act, the Gasoline and Diesel Oil Tax Act, the Federal Safety and Transportation Act and the Act Respecting the Transportation of Dangerous Goods.

Road Transport Inspection Section

424-4335

Operating from five scalehouses throughout the province, Road Transport inspectors enforce legislation concerning commercial vehicles, with particular regard to: the maximum permissible weights and dimensions of vehicles; the securing of loads to the vehicles; proper registration; mechanical fitness; and operating authority under the Motor Carrier Act. Mobile Road Transport inspectors patrol the provincial highway network.

Motor Vehicle Inspection Section

424-4332

Motor Vehicle inspectors oversee the qualifications, licensing, appointment and performance of official inspection stations and Inspection Mechanics. A fully equipped mobile inspection unit helps determine the calibre of inspections being performed by officially appointed inspection stations. The mobile unit is used at the request of various law enforcement agencies such as the RCMP and city and town police, and in conjunction with these forces, covers the entire province on a regular and ongoing basis.

The division issues permits for movement of overweight and oversize vehicles; assists commercial vehicle applicants determine legal weights for registration purposes; and attends to inquiries on standards of mechanical fitness, etc., on all categories of motor vehicles, including first-time imported or manufactured vehicles.

Licenses and Registrations Division

424-5531

This division administers provisions of the Motor Vehicle and Off-Highway acts related to registration, identification and control of drivers and vehicles operating on public highways, licensing and regulation of vehicle dealers in the province, and for all snow vehicles being operated anywhere in the province. The Licenses and Registrations Division provides a direct public counter service in Sydney and Halifax, and in 11 satellite locations.

The division licenses vehicle dealers in the province and administers provisions of the legislation and regulations related to dealers, as well as their activities in the collection and submission of fees and issuance of temporary registrations, on behalf of the division, for new and used vehicles.

Highway Safety and Field Programs Division

424-4250

This division administers and conducts comprehensive off highway safety programs and cooperates and assists other departments, agencies and organizations with traffic accident prevention programs. The division has five operating sections: Driver Qualifications, Driver Control, Financial Responsibility and Accident Statistics, Driver Records and Safety Programs.

Registry of Motor Vehicles

Halifax Office
P.O. Box 186
Metro One Building
6061 Young Street
Halifax, N.S. B3J 2N2
424-4597

Sydney Office
Provincial Building
Prince Street
Sydney, N.S. BIP 5LI
563-2234

Satellite Offices
Amherst
Antigonish
Baddeck
Bridgewater
Digby
Middleton
New Glasgow
New Minas
Port Hawkesbury
Truro
Yarmouth

Waterfront Development Corporation Limited

The Cable Wharf
1751 Lower Water Street
Halifax, N.S.
B3J 1S5

Telephone: 422-6591
Fax: 422-7582

The Waterfront Development Corporation is a Crown corporation with a mandate for redeveloping and revitalizing sections of the waterfronts of Halifax and Dartmouth. It holds considerable real estate in both waterfront areas, making portions available for high-quality private development as market conditions dictate, and provides public amenities such as park areas and walkways. New developments are initiated through public proposal calls.

Women's Directorate

5151 Terminal Road
P.O. Box 486
Halifax, N.S.
B3J 2R7

Telephone: 424-5820
Fax: 424-0533

The Women's Directorate provides advisory and consultative services to government departments to develop and implement legislation, policies and programs in support of equality for Nova Scotia women.

It represents the province at intergovernmental meetings of Status of Women officials. As well, the directorate seeks to improve the condition of women in the public service.

The Women's Directorate is assisted and advised by the Interdepartmental Committee on the Status of Women, with representation from each department and most agencies of government.